

# Microsoft Word: Exercise 1

## Word Basics

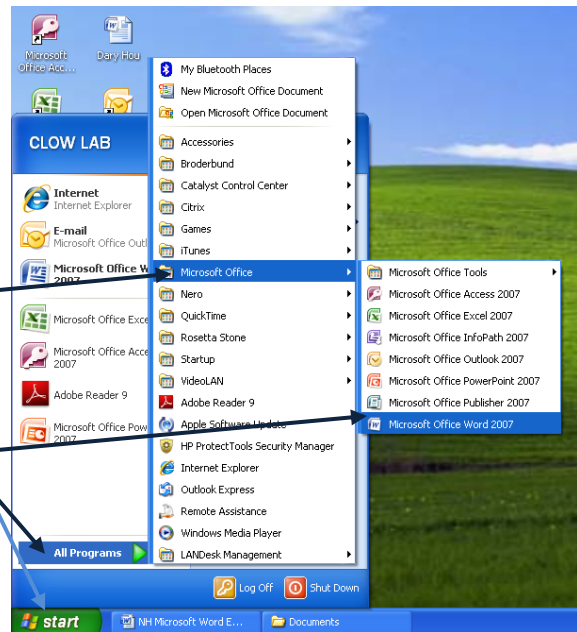
### In this exercise you will learn about:

- Using tools: Tabs, Ribbon, Toolboxes, and Buttons
- Zoom feature
- Highlighting text
- Paragraph marks
- Copy and Paste functions
- Font name and Font size
- Common keyboard operations
- Bold, Italics, and Underline
- Vocabulary (underlined words)

### Option 1:

1. Click on the **START** menu.

- Click on **PROGRAMS** or **ALL PROGRAMS**.
- Click on **MICROSOFT OFFICE**
- Click on **MICROSOFT OFFICE WORD 2007**.



### Option 2:

Sometimes the program you want is already in the **START** menu.

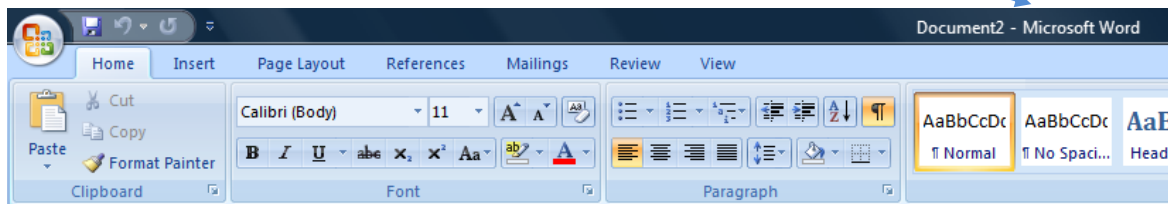
1. Click on the **START** menu.

- Click on **MICROSOFT OFFICE WORD 2007**.

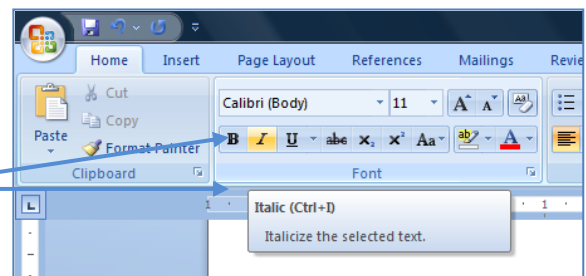


2. Now the program, Microsoft Word, is open. **Look** at the screen. Are the words **Microsoft Word** at the top of the screen?

**Note:** the name of the document is in front of the words **Microsoft Word**.



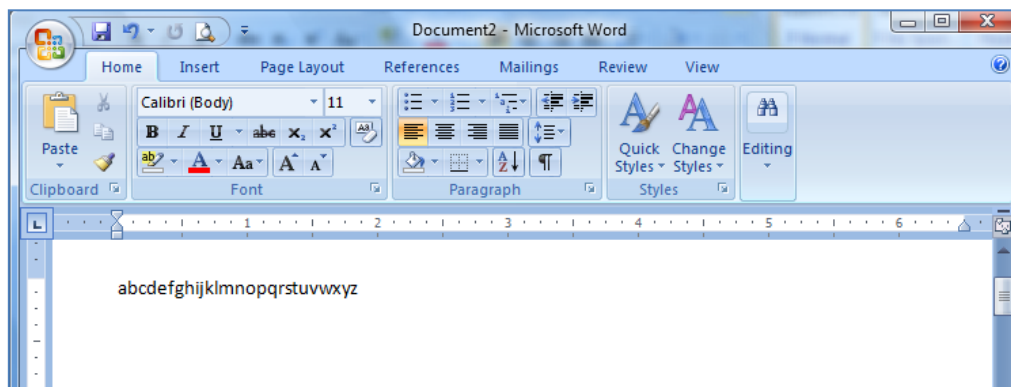
3. Slowly **Move** the **Cursor** across the **Ribbon** icons. It looks like the picture below. **Don't Click** on any of them. When you point to a picture you will see the name for that picture or **button**.



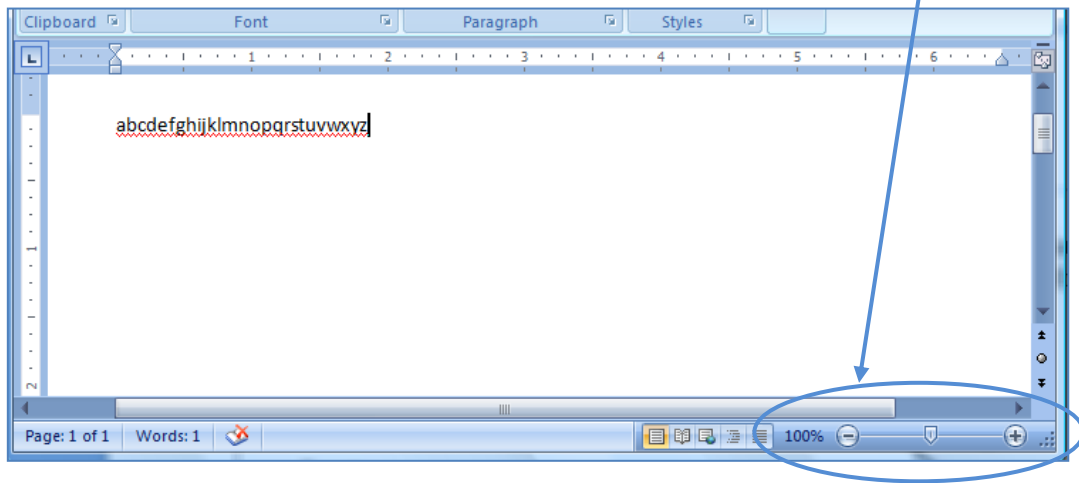
4. **Type** the alphabet in **lower** case letters, **no** spaces, as shown below:

abcdefghijklmnopqrstuvwxyz

5. The letters look so small, they are hard to read. Rather than change the size of the print, let's change the size of the document on the screen. This will make the document easier to work with, but not change the finished product if the document were to be printed.

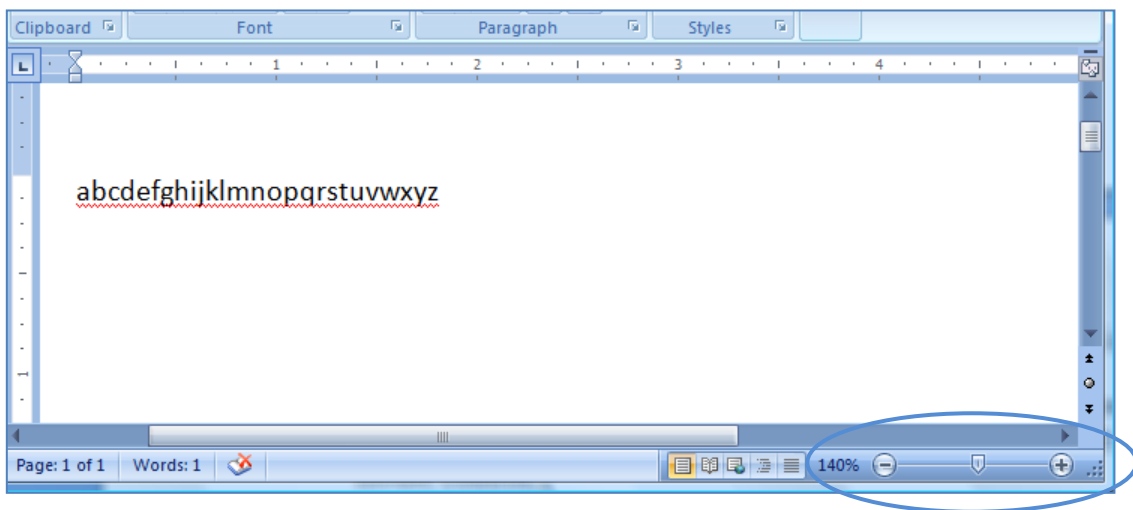


6. The **Zoom** feature is located in the lower right corner of your screen. It is a bar with a **minus** button on the left side and a **plus** button on the right. To the far left of the bar is '100%' if the screen is operating in 'normal' or 'default' mode.



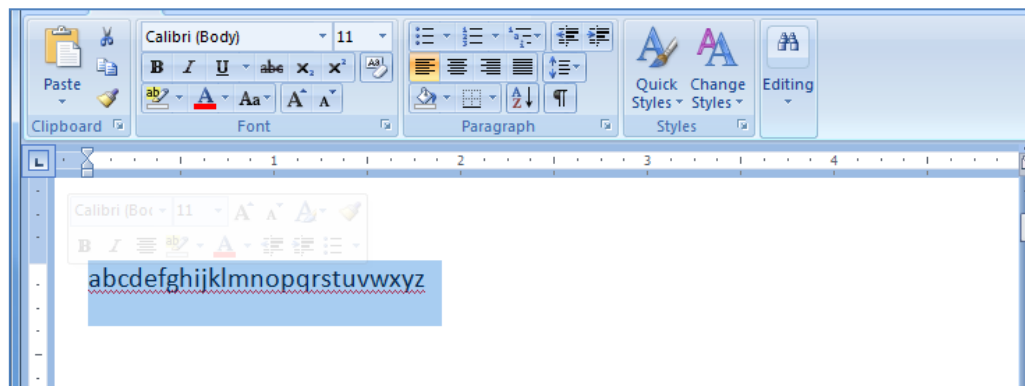
7. The Zoom Feature can be used two ways:
- 1) **Click** the **Plus** or the **Minus** buttons until you reach the desired size. The document will increase or decrease in degrees of 10.
  - 2) **Move** the arrow in the middle of the bar with the mouse: **Click** on the arrow and **drag** it left or right. This option is good for practicing mouse control.

(Note: Try to keep the final zoom between 120% and 150%)



8. The document has been zoomed to what percentage? \_\_\_\_\_?

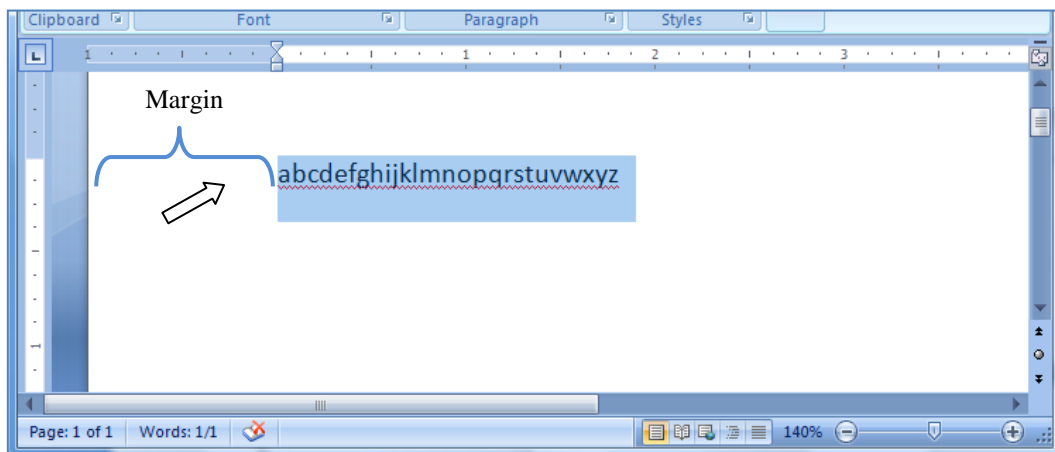
9. **Click and Drag** from the "a" to the "z". this is called **Highlighting**. When all the letters are highlighted. Take your finger off the mouse. Practice this a few times.



10. Another way to highlight the letters is to **Click** on the place before the letters begins so that the cursor is there. Use your left hand to **Hold Down** the **SHIFT** key. Use your right hand to **Press** the **RIGHT ARROW** key as many times as needed until all the letters are highlighted.



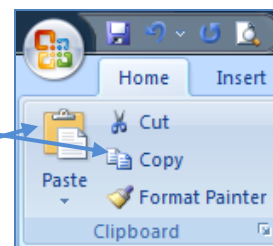
11. A third way is called **Highlighting a Row** or a line of text. Do not use this for a single word. **Move** the mouse arrow into the **left margin** next to the row to be highlighted and **Click**.



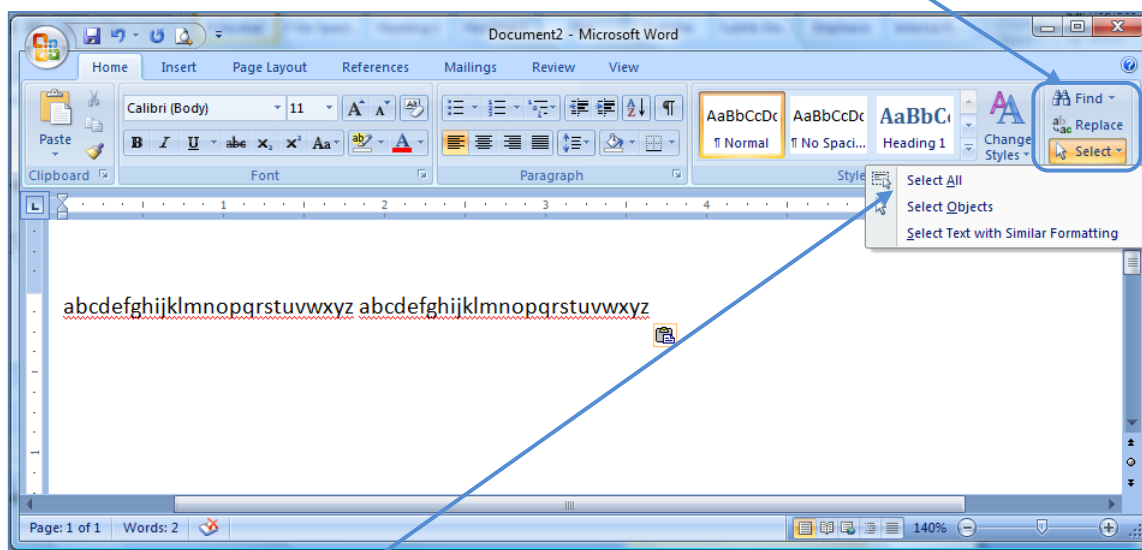
12. Now **Click** the **COPY** button under the **Home** tab, in the **Clipboard** toolbox. The computer will remember and temporarily store the text that is highlighted.

13. **Click** after the 'z' to place the cursor there.

14. Now **Click** the upper part of the **PASTE** button. **Look** at what happened. You should now have two alphabets.

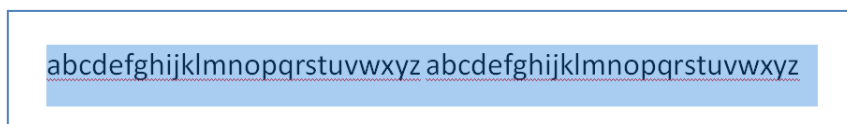


15. **Click** on the **down arrow** next to **SELECT** in the **Editing** toolbox to view the drop down menu.

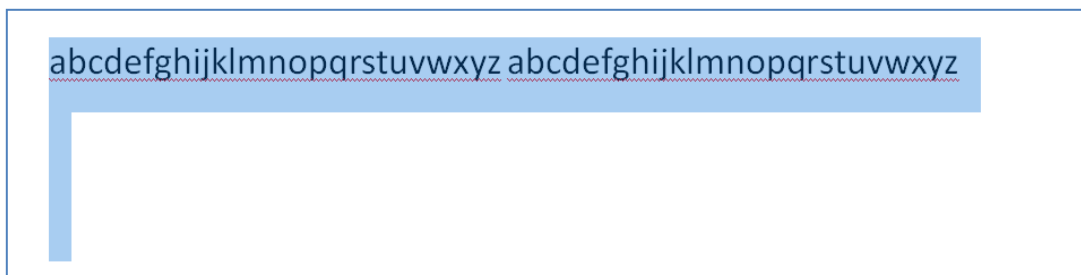


16. **Click** on **SELECT ALL**. This is a way to highlight **all** the words on the page.

17. Some will get something that will look like the illustration below.



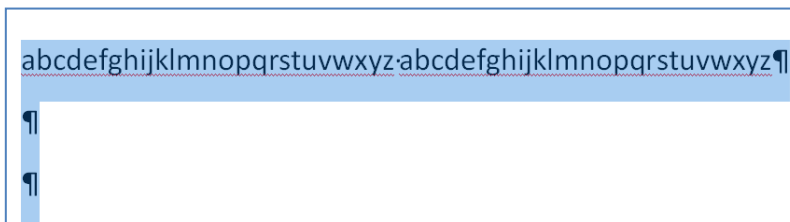
18. Some will get something that looks like the following. Why?



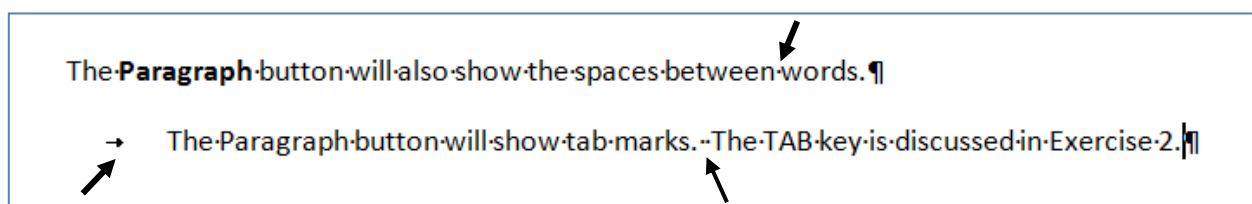
19. To find out **Look** on the **Home** tab on the **Paragraph** toolbox. The answer can be found by turning on the **Paragraph** marks. Click the button that looks like a **Paragraph Mark**.



20. The document should now look something like the illustration below.



21. This feature will show you more than where the paragraphs are.



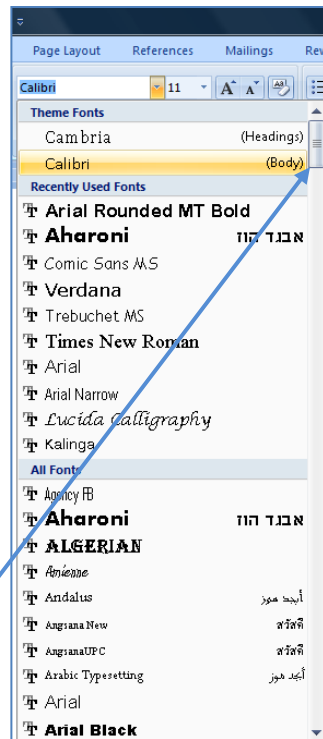
22. How are spaces illustrated? \_\_\_\_\_
23. How many spaces are between sentences? \_\_\_\_\_
24. Tab marks are illustrated by the little arrow. As a default, a single tab equals 5 spaces. The illustration looks like more, because it has been blown up (increased in size).



25. **Look** at the **Home** tab and the **Font** toolbox. (This step will not work if the words are not highlighted.) **Click** on the little arrow next to "Calibri" to look at the drop down menu.

26. **Click** on another **Font Name** to **change** the way the letters look.

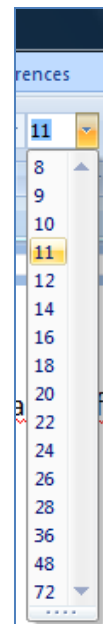
27. **Use** the **Scroll Bar** to view the entire list of options.



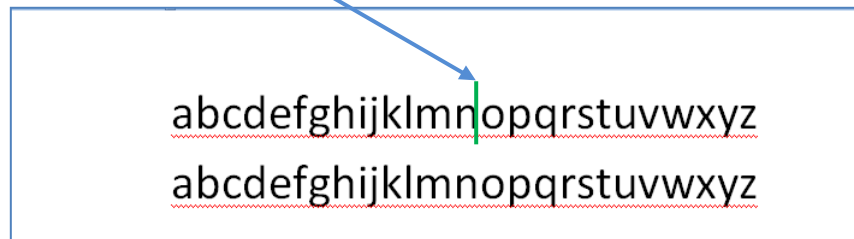
28. **Change** the font **3 times** for practice.

29. Now **Click** on the drop down arrow next to the number 11 to **change** the **Font Size**.

30. **Click** on a larger number.



31. **Click** between the "n" and the "o" in the first alphabet to place the blinking cursor there.



32. On the keyboard **Press** the **BACKSPACE** key several times to **erase** everything before "o".



33. Next **Click** just after the "d" in the second alphabet to place the blinking

cursor there.

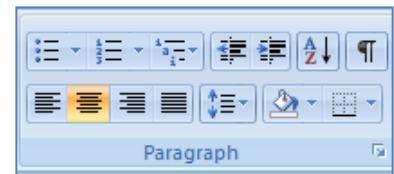
opqrstuvwxyz abcdefghijklmnopqrstuvwxyz

34. On the keyboard **Press** the **DELETE** key several times to erase everything between the "d" and the "o". On the Laptop it is in the far upper right-hand corner.

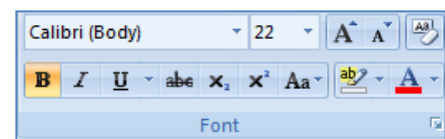


35. **Highlight** all of the text using any one of the ways practiced earlier.

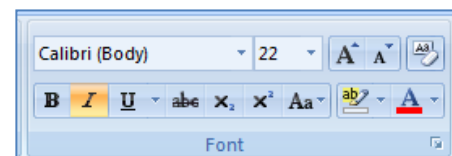
36. On the **Home** tab under the **Paragraph** toolbox, **Click** on the **CENTER** button.



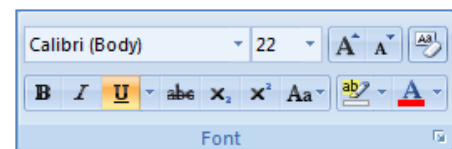
37. The text should still be highlighted. On the **Home** tab under the **Font** toolbox, **Click** on the **B** button to make the text **Bold**.



38. **Click** on the **I** button in the **Font** toolbox to make the text **Italicized**.



39. **Click** on the **U** button in the **Font** toolbox to make the text **Underlined**.



40. **Exercise 1** almost **complete**. Ask a teacher to check your work. The teacher will sign in the box.





41. Click on the **MICROSOFT OFFICE** button.
42. Click on **CLOSE**. We are not going to save this.



## Vocabulary

Below are the definitions for some of the words found in this exercise. They were taken from the **Longman Dictionary of American English**. Be aware that the definitions cited may not be the only meaning for a particular word.

<b>Cite</b>	To mention something as an example or proof of something else: <i>The mayor <b>cited</b> the latest crime of figures as proof of the need for more police.</i> <b>THESAURUS:</b> mention, refer to, note, raise, allude to, bring up
<b>Default</b>	The standard way in which things are arranged on a computer screen or in a program unless they are changed by the user
<b>Definition</b>	A phrase or sentence that says exactly what a word or phrase, or idea means: <i>What's the <b>definition</b> of "Deformation?"</i>   <i>a <b>dictionary definition</b>.</i>
<b>Feature</b>	An important, interesting, or typical part of something: <i>Anti-virus software is a standard <b>feature</b> in all our computers.</i>   <i>One of the best <b>features</b> of this camera is its size.</i> <b>THESAURUS:</b> characteristic, quality, trait, attribute, property, aspect.
<b>Font</b>	A set of printed letters that is a particular size and shape.
<b>Function</b>	The usual purpose of a thing, or the job that someone usually does: <i>What's the exact <b>function</b> of this program?</i>   <i>A manager has to perform many different <b>functions</b>.</i>
<b>Italics</b>	A type of printed letters that lean to the right: <i>This example is printed in <b>italics</b>.</i>
<b>Thesaurus</b>	A book in which words are put into groups with other words that have a similar meaning.

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# Microsoft Word: Exercise 2

## More Word Basics

### In this exercise you will learn:

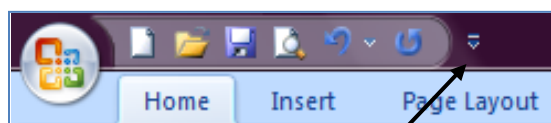
- Quick Access Toolbar
- Basic keyboard keys
- Formatting text
- Cut and Paste
- Saving a document
- Using the undo button
- Vocabulary (Underlined words)

1. **Double-click** on the **Microsoft Office Word 2007** icon on the Desktop.



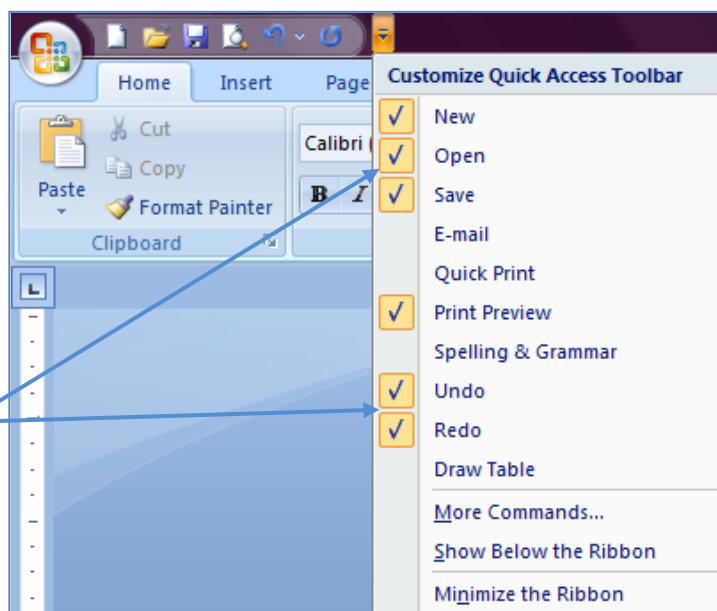
2. The **Quick Access Toolbar** is located at the top of the screen next to the **Office** button. In default mode has three buttons: save, undo, and repeat (or redo). Some of these tools will be used later in this exercise. Besides the 3 default buttons, **what** other buttons are shown there if any? Use your mouse to help you.

3. The diagram below shows the location next to the **Office** button, but it has been customized.

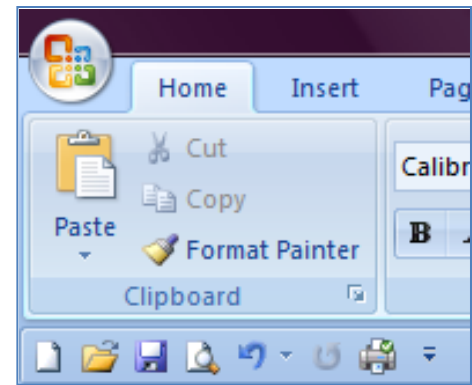


4. **Click** the small arrow to the far right of the toolbar to get a look at the drop down menu of options.

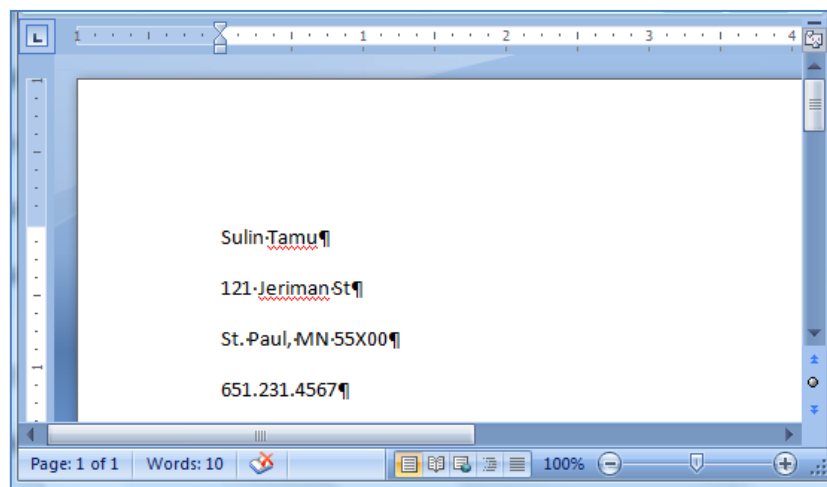
5. **See** the check marks of the tools that are already on the toolbar.



6. Using the options given in the drop down menu for assistance, **how** has the Quick Access Toolbar been **altered** from the one? (Which of the options were chosen from the drop down menu?)
- 

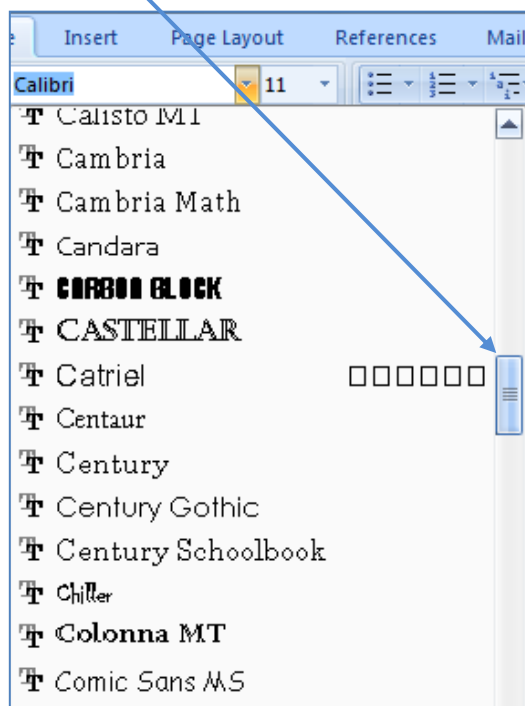


7. **Type** your first and last name in the blank document. **Capitalize** the first letter of your first and last name using the **SHIFT** key.
8. **Press** the **ENTER** key to move down one line.
9. **Type** your street address.
10. **Press** the **ENTER** key to move down one line.
11. **Type** your city, state, and ZIP code.  
**ZIP:** A number that you put below the address on an envelope to help the post office deliver the mail more quickly. Now rarely capitalized, it originally stood for *Zone Improvement Plan*.
12. **Press** the **ENTER** key to move down one line.
13. **Type** your phone number. (Phone numbers can be written a number of different ways: 651-789-2518 or 651.789.2518. All are correct.) Your document should look something like this:

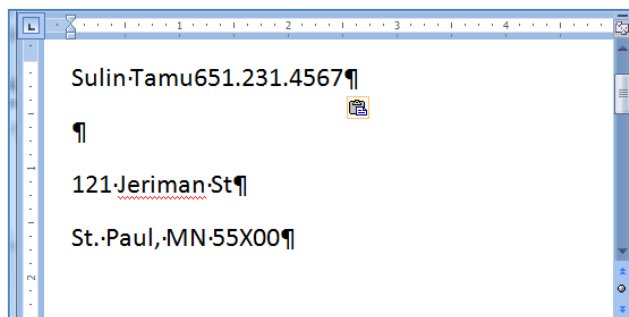
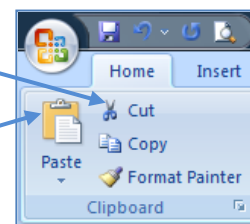


14. **Select All** the text. (On the **Home** tab in the **Editing** toolbox, **Click** the drop down arrow next to **Select** and **Click** on **Select All**.)

15. To change the font style **Change** the font size to **18**.
16. **Change** the font name. **Choose** an alphabet that has lower case letters. Remember to use the scroll bar in order to see all the choices.



17. Next **Highlight** just the phone number.
18. On the **Home** tab in the **Clipboard** toolbox, **Click** on the **CUT** button. Your phone number will disappear into the computer's memory.
19. **Click** after your name to move the cursor there.
20. **Click** the upper part of the **PASTE** button. Your phone number should appear right after your name.



21. **Click** between your name and phone number.
22. **Press** the **TAB** key to put a space between your name and the phone number. As a default, one press of the **TAB** key moves the cursor 5 spaces

to the right.

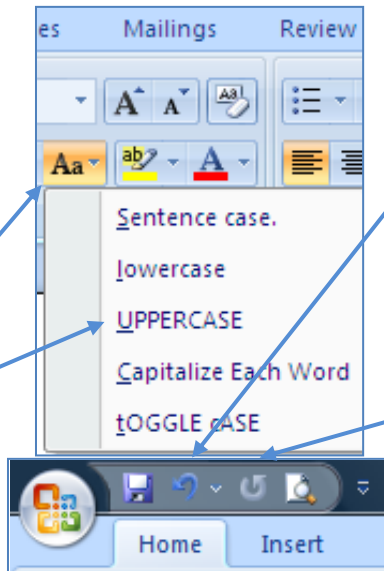


23. **Click** at the end of the first line after the phone number.

24. **Highlight** your full name.

25. On the **Home** tab in the **Font** toolbox, **Click** on the **CASE CHANGE** button.

26. **Click** on the word **UPPERCASE**



27. **Click** on the **UNDO** button on the *Quick Access Toolbar*.

This button will let you go back, one step at a time. It is a good way to correct mistakes.

28. **Click** the **REPEAT** (REDO) button on the toolbar. This button will let you go forward one step after you have used the UNDO button

29. **Click** before your phone number and **Press** the **ENTER** key.

30. Now **Highlight** your phone number.

31. **Click** on the **U** key on the home tab. This will underline your phone number.

32. Now **Select All** the text. **Click** the drop down arrow next to **Select** on the in the **Editing** toolbox. **Click** on **Select All** from the drop down menu.

33. **Center** all the text using the **CENTER** button in the **Paragraph** toolbox.

34. In the **Font** toolbox, **Change** the **font size** of your name to **22**.

35. **Make** your first and last name **Bold**.

36. **Italicize** your address.

Does your document look something like the illustration at the right?

SULIN TAMU

651.231.4567

121 Jeriman St

St Paul, MN 55X00

Now you will **save** this document. Follow the directions below:

37. **Click** on the **Office Button**.

38. **Click** on **SAVE AS**.

39. Click on **Word Document**.

40. A dialog box will open for My Documents. **Find** your named folder.

41. **Double-click** on your named folder. If you do not have one, **Ask** your teacher for help.

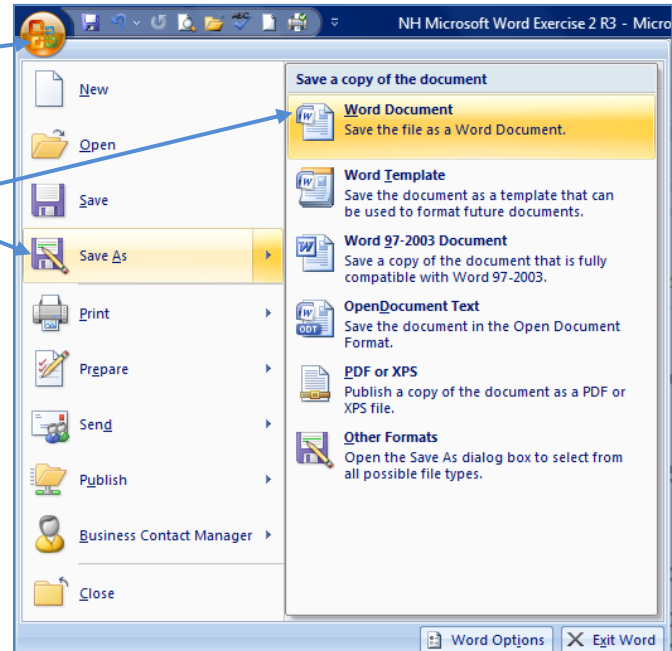
42. **Click** in the file name box on the text that is already there. The text should be highlighted. Do not delete the text.

43. **Type** a name for this document.  
Name it  
**FirstNameLastInitial Word 2**.  
Example: **SulinT Word 2**

44. **Click** on the **SAVE** button.  
Exercise 2 is almost complete.

43. Ask a teacher to check your work and sign in this box.

45. **Close** the document.



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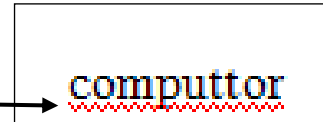
# Microsoft Word: Exercise 3

## Using Spell Check

This exercise will teach you how to use the computer to help you correct your spelling and grammar. When you type a word in this exercise, type it *exactly* as it is written. Many of the words are spelled incorrectly (misspelled) to show you how you can use the computer to correct your spelling.

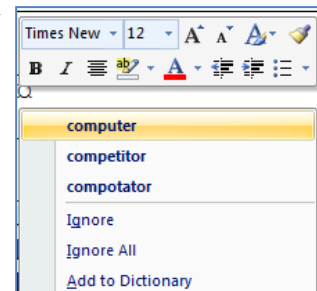
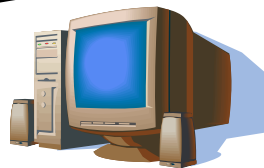
Microsoft Word has a dictionary in the computer. This dictionary knows many English words. It does **not** know the names of **people**, the names of **places**, or **words that are not English**.

1. **Open** Microsoft Word
2. **Type** computtor
3. **Press** the **ENTER** key.
4. Do you **see a red line** on the screen under the word you just typed? The red line means that the computer does not have this word in its dictionary. —————→

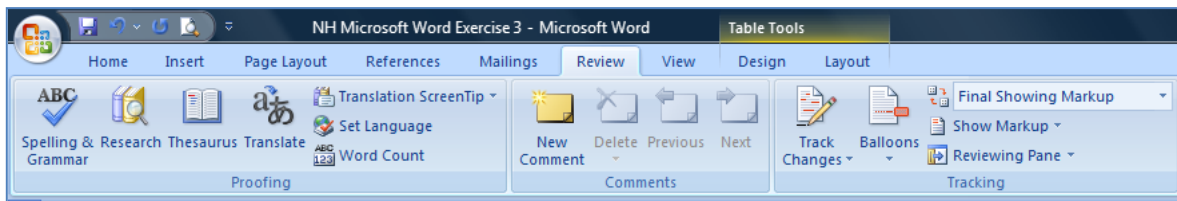


5. **Right-click** on the word computtor.

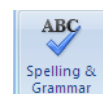
6. **Click** on the correct spelling for the word that matches the picture.



7. **Press** the **ENTER** key.
8. **Type:** Mowse
9. **Press** the **ENTER** key.
10. On the Ribbon **Click** the **Review** tab. Below is an illustration of some of the Toolboxes on the Ribbon: Proofing, Comments, Tracking.

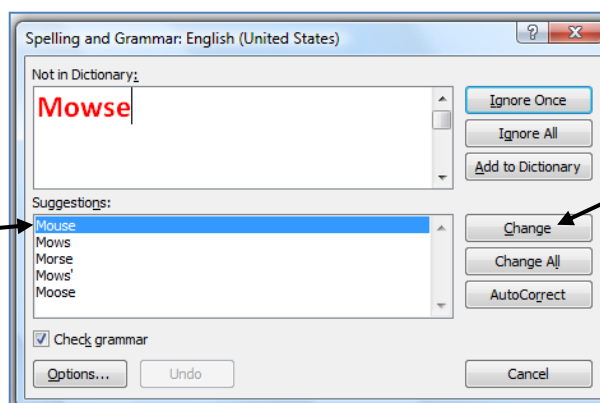


11. **What are the other three toolboxes?** \_\_\_\_\_



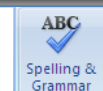
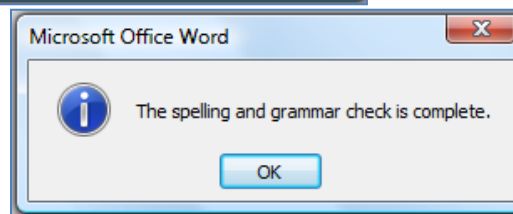
12. In the **Proofing** toolbox, **Click** on the **SPELLING & GRAMMAR** button.
13. The word mowse has a red line, because the computer does not have this word in its dictionary.

14. **Click** on the correct spelling for the word that matches the picture.



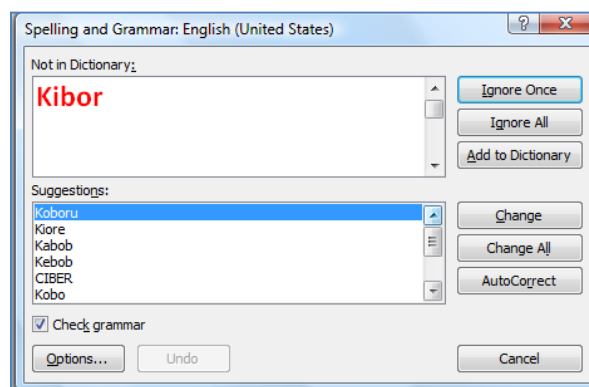
15. **Click** the **CHANGE** button.

16. **Click** the **OK** button.
17. **Type:** Kibor.
18. **Press** the **ENTER** key.

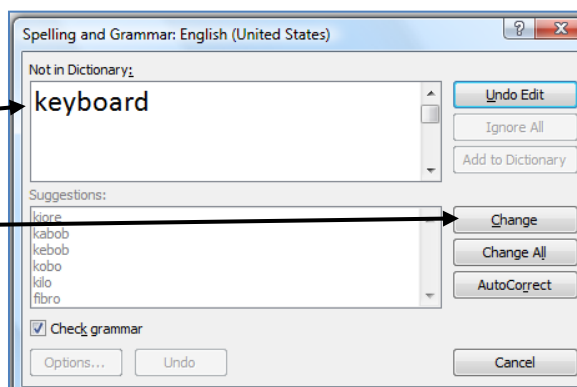


19. In the Proofing toolbox, **Click** on the **SPELLING & GRAMMAR** button.

20. The dialog box provides suggestions for the word "kibor" which is not in the computer's dictionary. **Use** the **Scroll bar** under *Suggestions* to make sure the correct spelling is not on the list.



21. If the spelling is very wrong, the computer cannot find the correct spelling for you. **Highlight** the word in the dialog box and **Type** the correct spelling: **keyboard**.
22. **Click** the **CHANGE** button.
21. **Click** the **OK** button.
23. **Type:** Mukta and **Press** the **ENTER** key.



22. Mukta is a woman name. The computer does not know the names of people.  
**Click** on the **SPELLING & GRAMMAR** button.

23. The name is underlined in red, because the computer does not know this word. **Click** the **IGNORE ONCE** button.



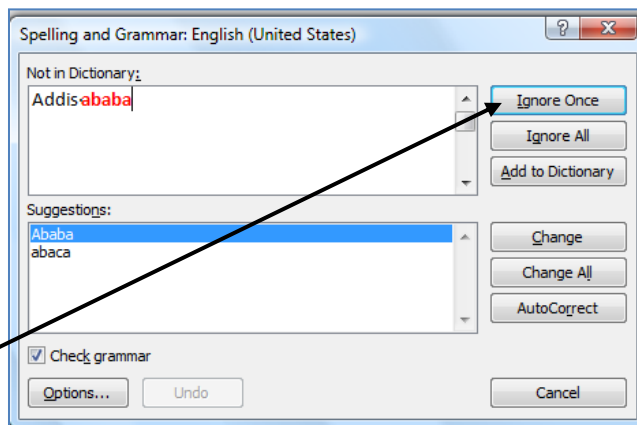
24. Now the computer knows that **Mukta** is not a mistake.  
**Click** the **OK** button.

25. **Type:** addis ababa.

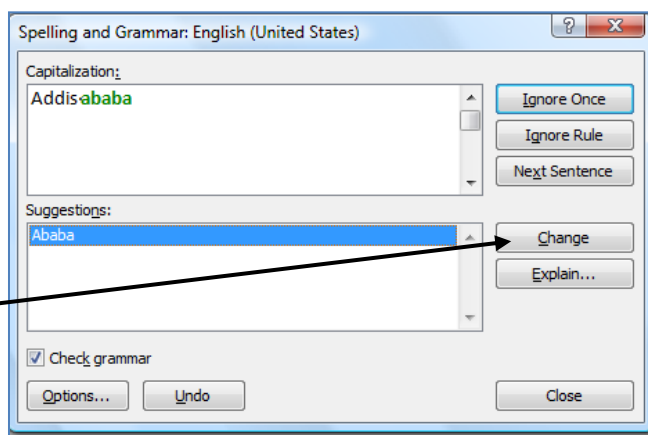
26. **Press** the **ENTER** key.

27. This is the capitol city of the country Ethiopia. Remember, the computer does not know the names of places. **Click** on the **SPELLING & GRAMMER** button.

28. Part of the city name is in red, because the computer thinks it is a mistake. **Click** on the **IGNORE ONCE** button.



29. Now part of the city name is green, because the computer thinks it is a grammar mistake. The name of a city should start with a capital letter. If it is two words, both should be capitalized. **Click** on the **CHANGE** button.

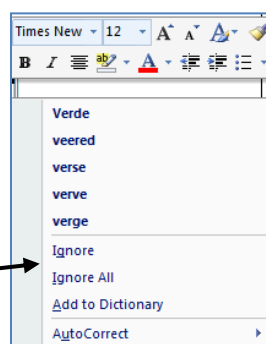


30. **Type:** Salsa verde

31. **Press** the **ENTER** key.

32. **Right-click** on the word verde.

33. **Click** on **IGNORE** (or Ignore All).



34. **Type:** his name George. he is eating
35. **Press** the **ENTER** key.
36. Sometimes the computer will automatically change the first letter of a sentence to a capital letter. Look at the last two sentences. Is the first letter capitalized? If not, **Capitalize** *his* and *he*.
37. **Click** on the **SPELLING & GRAMMAR** button.

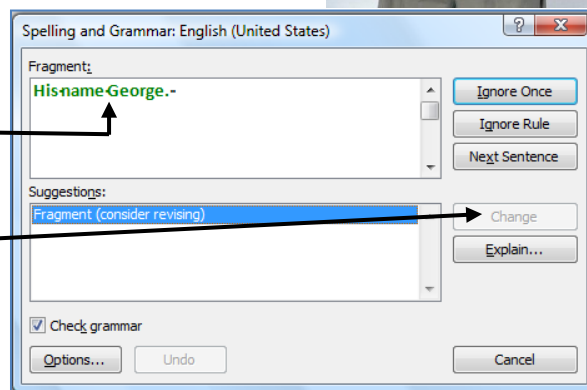


38. “His name George.” is a fragment; it is not a complete sentence. **Click** between “name” and “George.”

39. **Type:** is

40. **Click** the **CHANGE** button.

41. When the spell check is complete, **Click** the **OK** button.



42. Spell check cannot find all mistakes. There is a problem with the last sentence. Every sentence should have a punctuation mark of some kind at the end. In this case it should be a period. **Click** after the word “eating” **Type** a period.
43. **Type:** Please turn on the lamp.
44. **Press** the **ENTER** key. There are no red or green lines, but there is a problem.



45. The correct word is *lamp*

NOT *lamb*.

The computer did not show a red line under the word, because *lamb* is in the English dictionary. But it is not the correct word for this sentence.

46. **Delete** the word “lamb.” **Type:** lamp.  
Remember, spelling and grammar check is very useful, but you still need to look carefully at what you type and use your brain!

47. **Ask** a teacher to check your work. The teacher will sign in the box on the right.



48. **Close** the document. Do not save.

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# Microsoft Word: Exercise 4

## Shared Folders and Fixing Mistakes



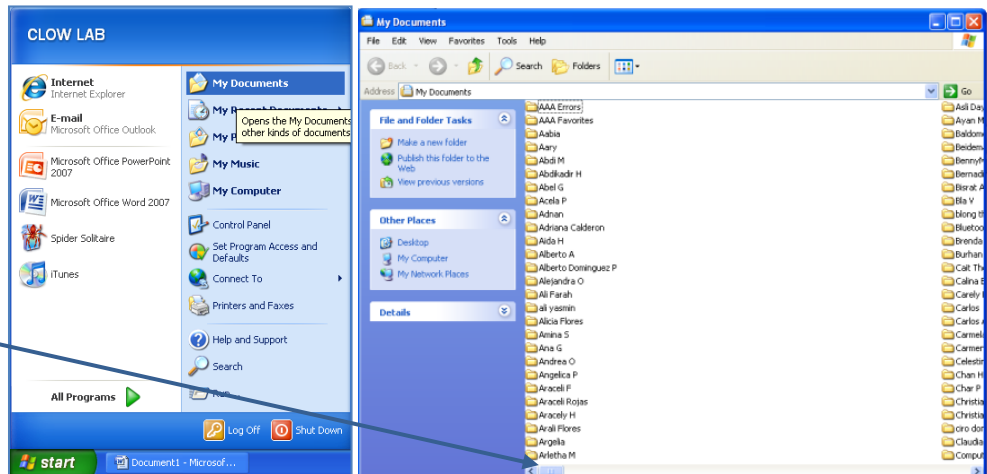
This is Azeb. She is an English student.

You will help Azeb fix the mistakes in her homework.

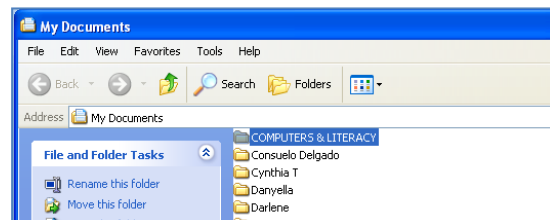
Follow the directions below to open her homework.

1. From the **Start** Menu **Open** “**My Documents**”.
2. **Find** a folder called **Computers and Literacy**.

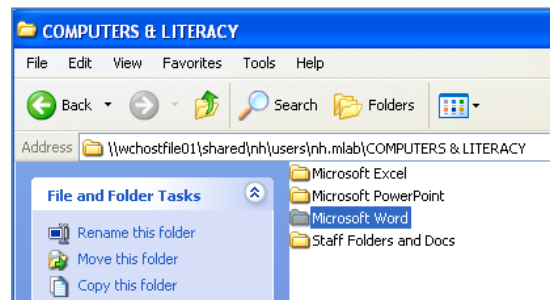
You may need to use the **scroll bar** at the bottom to find your folder.



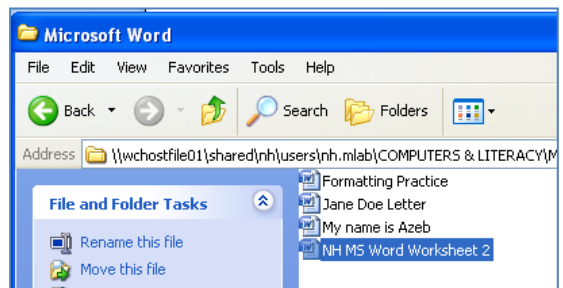
3. **Double-click** on it to **open** the folder.



4. Now you will see several other folders. **Double-click** on the **Microsoft Word** folder.



5. **Find** a document labeled **My name is Azeb**.
6. **Double-click** to **open** the file.





7. We cannot work on the document where it is, because:
- It is in a shared folder.
  - Other people need to copy it too..

Therefore, we need to save the document in our named folder.

8. To **Save** the document to your named folder, begin by **Clicking** on the **Office** button.

In the drop down menu, **Click** on **Save As** because we want to relocate and rename the document.

9. **Save** this document to your named folder: **FirstnameLastinitial Corrected Homework.**

10. To save the document to your named folder **Open** “My Documents” again.

11. **Look** at the “Save As” line at the top. It should say “My Documents”. It needs to be **yourname**.

**Use** the scroll bar at the bottom to look for your named folder. **Double-click** on it to open it.

12. Once you have your folder opened, **look** at the File Name field at the bottom. Type in the name: **FirstnameLastinitial Corrected Homework.**

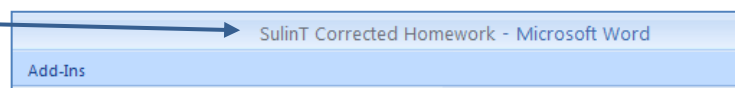
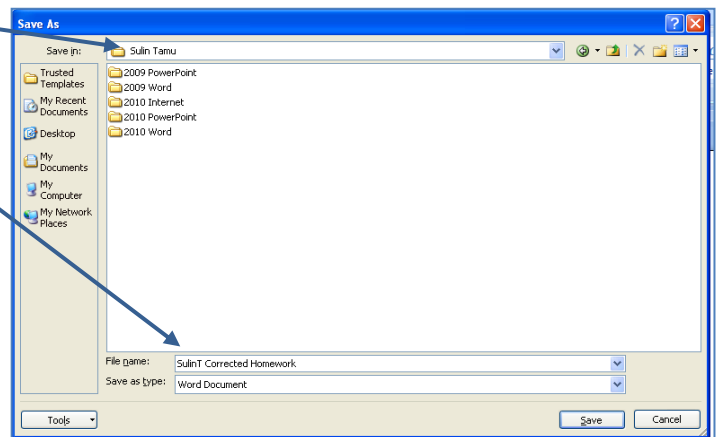
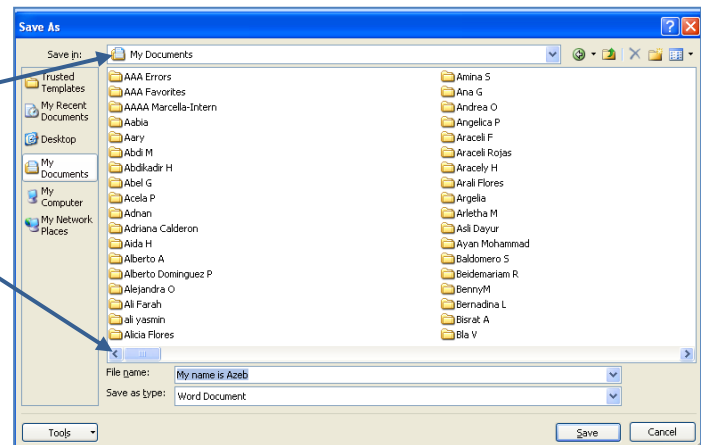
13. **Click Save.**

14. **Now** look at the top of your document. It should now have the new file name at the top .

**Named folder:** an individual’s folder where that person’s documents are filed.

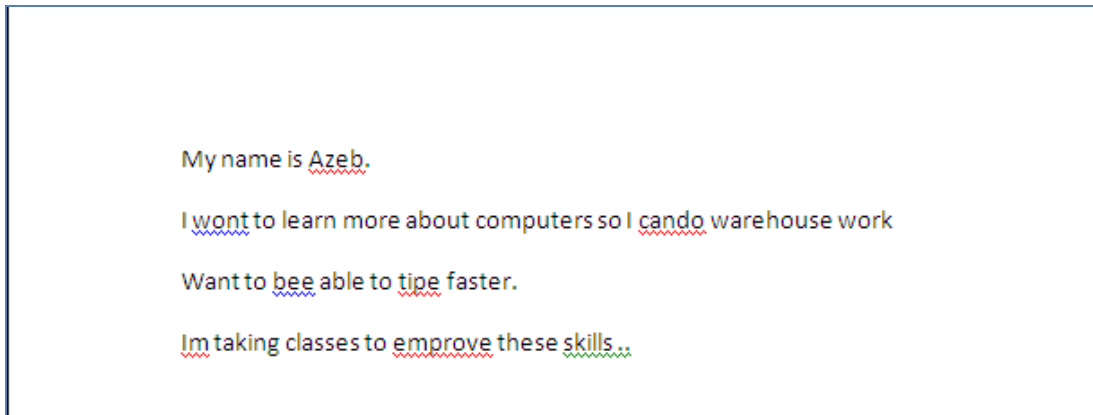
**Shared folder:** a folder where documents are stored which are to be accessed/used by many individuals.

“**My Documents** “is a shared folder with many other folders inside of it.

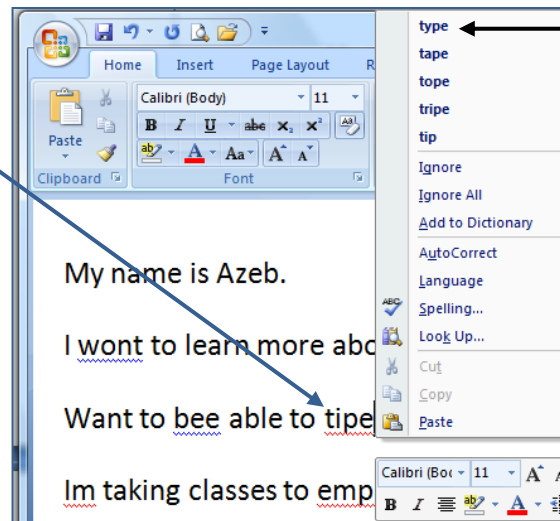


15. This is Azeb's English homework. There are a few mistakes.
- See the red lines. These words might be spelling mistakes.
  - See the green lines. These might be grammar mistakes.
  - See the blue lines. These might be the wrong choice of word.

**Follow** the directions to **Correct** the mistakes in Azeb's homework.



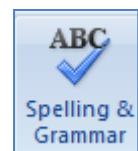
16. **Right-click** on the word "tipe".



17. **Find** the correct spelling for this word: "type".

18. **Click** on the **correct** spelling.

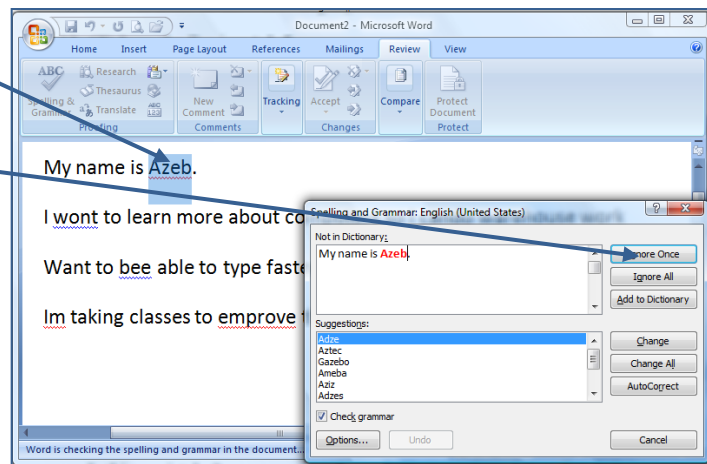
19. **Click** in front of the word "My".
20. **Click** on the Review **tab**.
21. In the Proofing **toolbox** **Click** on the **SPELLING & GRAMMAR** button.



22. **Look** at the red word “Azeb”

Is this a mistake? \_\_\_\_\_

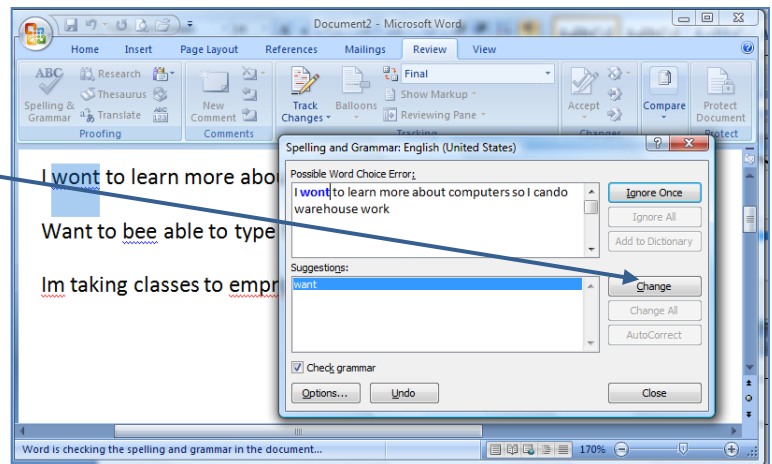
23. **Click** on the **IGNORE ONCE** button.



24. **Look** at the blue word “wont”.

Is this a mistake? \_\_\_\_\_

25. **Click** on the **CHANGE** button.

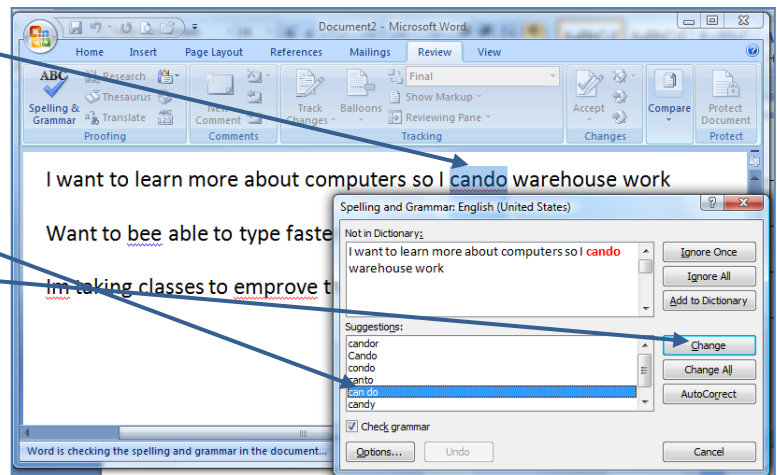


26. **Look** at the word “cando”.

Is this a mistake? \_\_\_\_\_

27. **Find** and **Click** the **correct spelling** in the *Suggestions* list.

28. **Click** the **CHANGE** button.



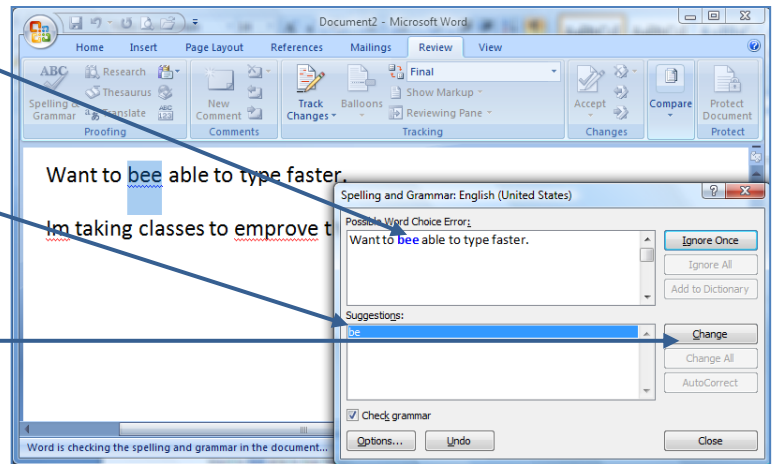
29. **Look** at the blue word “bee”.

Is it a mistake? \_\_\_\_\_

30. Is the suggestion correct?

\_\_\_\_\_

31. **Click** on the **CHANGE** button.

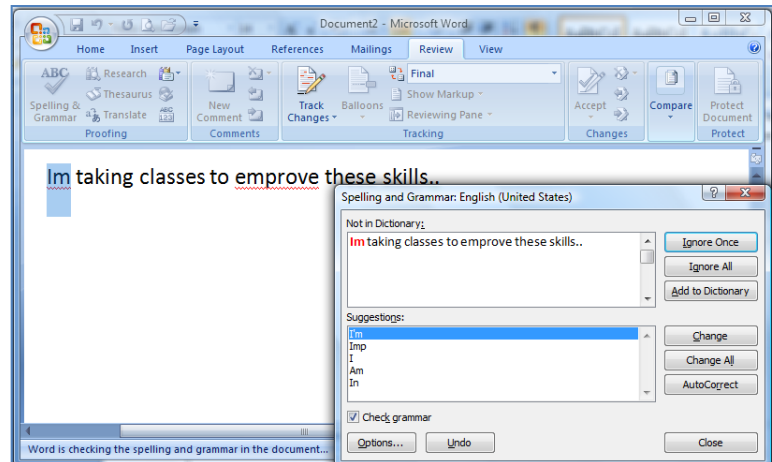


32. **Look** at the next red word, “Im”.

Is this a mistake? \_\_\_\_\_

33. **Click** on the correct spelling.

34. **Click** the **CHANGE** button.

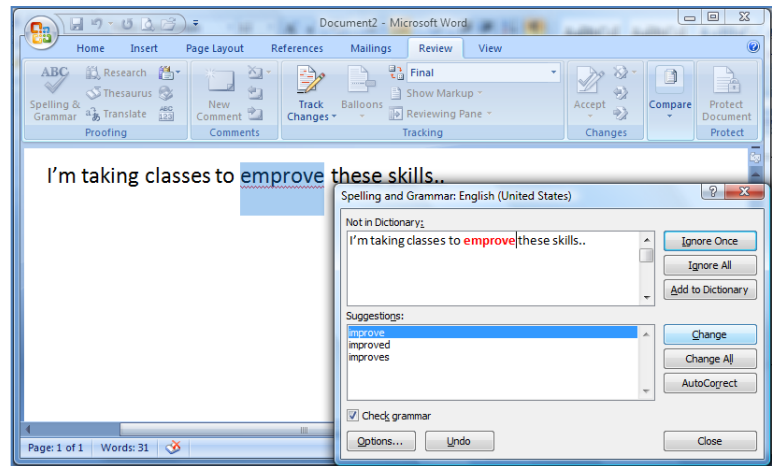


35. **Look** at the last red word “emprove”.

Is this a mistake? \_\_\_\_\_

36. **Click** on the correct spelling.

37. **Click** the **CHANGE** button.



38. **Look** at the green periods.

Is this a mistake? \_\_\_\_\_

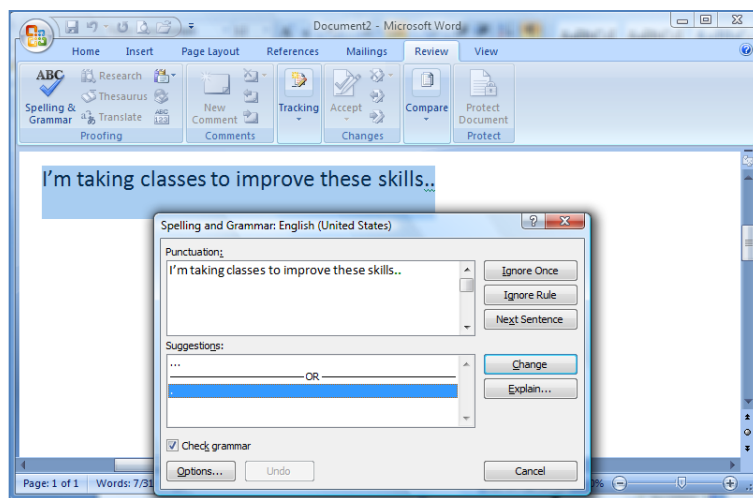
39. **Click** on the correct grammar **punctuation** mark.

Word has two suggestions: ...  
(an ellipses) or . (a period).  
What is an ellipsis used for?

\_\_\_\_\_

40. **Click** the **CHANGE** button.

41. Microsoft Word cannot find all of the mistakes. There are **2 more mistakes** in this paragraph. Can you **find** them both and **correct** the mistakes?



My name is Azeb.

I want to learn more about computers so I can do warehouse work

Want to be able to type faster.

I'm taking classes to improve these skills.

My name is Azeb.

I want to learn more about computers so I can do warehouse work

Want to be able to type faster.

I'm taking classes to improve these skills.

- There is **no period** at the end of the second sentence.
- The third sentence is missing the subject: It should read: **'I want'**.
- **Look** at the corrected version below.

My name is Azeb.

I want to learn more about computers so I can do warehouse work.

I want to be able to type faster.

I'm taking classes to improve these skills.

42. **Save** this document by **Clicking** on the **Save** button on the *Quick Access Toolbar*.

43. **Have** a teacher check your work.  
The teacher will sign in the box.

44. **Open** a new Word Document.

45. **Type** 6-10 sentences about yourself.

46. **Use** the *Spell Check feature* to correct any mistakes.

47. **Save** it to your named folder: **FirstnameLastinitial Myself.**

48. **Have** a teacher check your work.  
The teacher will sign in the box.

### **Vocabulary**

Below are the definitions of some of the words found in this exercise. They were taken from the *Longman Dictionary of American English*. Be aware that the definitions cited may not be the only meaning.

<b>Dash</b>	A mark (—) used in writing to separate parts of a sentence.
<b>Ellipsis</b>	The sign (...) used in writing to show that some words have deliberately been left out of a sentence.

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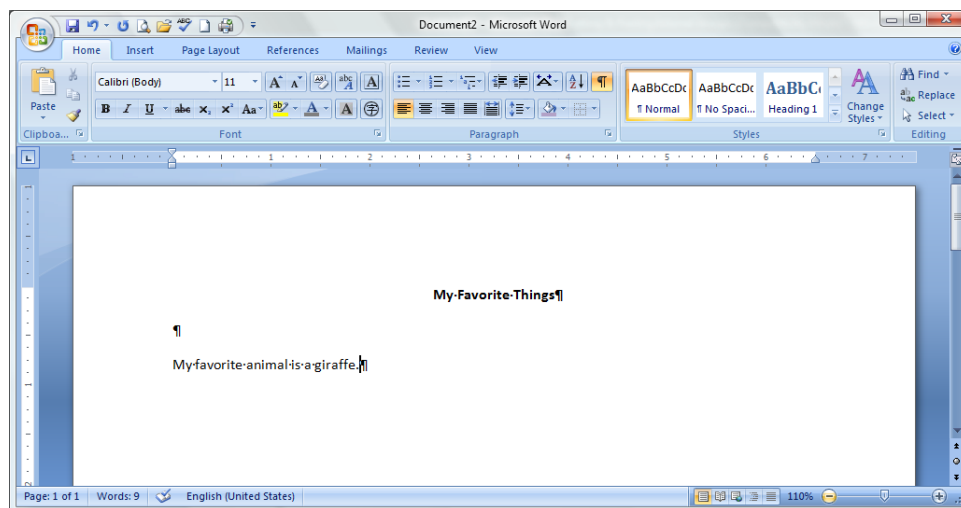
# Microsoft Word: Exercise 5

## Cutting and Pasting Internet Images Internet Skills

Images on the Internet are put there by someone who has the picture or drawing on his or her own computer. They own the rights to the image. If we use that image, we are only borrowing it. We cannot use the image in order to make money for ourselves, because of the **Copyright Law** that says that only the person who owns the image is allowed to do that. Some images on the Internet are protected so that we cannot download a copy of them.

You are going to create a document called “My Favorite Things”, using images from the Internet. We are not planning to make any money; we are only going to use it in class, so it is all right to copy the image.

1. **Open Microsoft Word.** This will automatically open a new blank document.
2. **Type** the words **My Favorite Things**. Remember to capitalize the first letter of each word because this is the title of your document.
3. **Press** the **Enter** key twice.
4. **Highlight** the **Title** of the document.
5. In the *Font* toolbox, **Click** on the **Bold** button.
6. In the *Paragraph* toolbox, **Click** on the **Center Align** button.
7. **Click** below the title so that the blinking cursor is to the left of the screen.
8. **Type** the words “**My favorite animal is**”
9. **Complete the sentence** with whatever your favorite animal is.
10. **Save** the document in your named folder as: **Firstnamelastinitial Favorites**. It should look something like the illustration below.



11. **Press** the **Enter** key after the end of your sentence. (Sentences begin with a capital and end with a period. There is also a space between each word.)

12. **Minimize** your document.

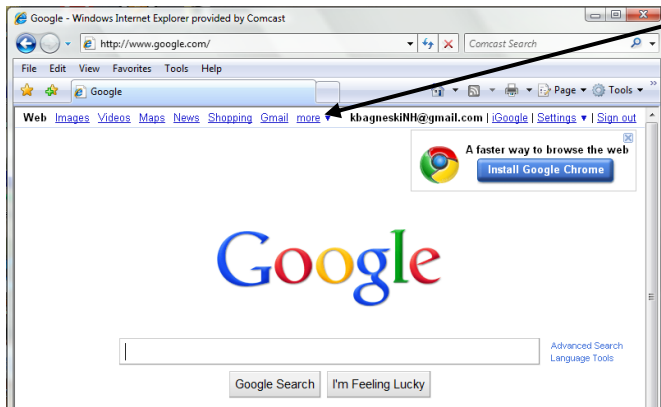
13. **Open Microsoft Explorer.** What is a Search Engine? \_\_\_\_\_

14. What are some examples? \_\_\_\_\_

Search engines can help you find useful information. Usually, the information you find on the internet is text. **Text** means letters, words, and sentences. Search engines can also help you find **images**, **audio**, and **video**.

Google, Bing, Yahoo, and Ask.com are all examples of search engines. There are many others.

15. **Go to** [www.google.com](http://www.google.com).



16. **Locate** the Google Links.

17. **Click** on the link called **IMAGES**.

18. **Click** in the search box.

19. **Type** the word for your favorite animal. This example is “**giraffe**”.

20. **Press** the **ENTER** key.

21. You will see many pictures of giraffes.

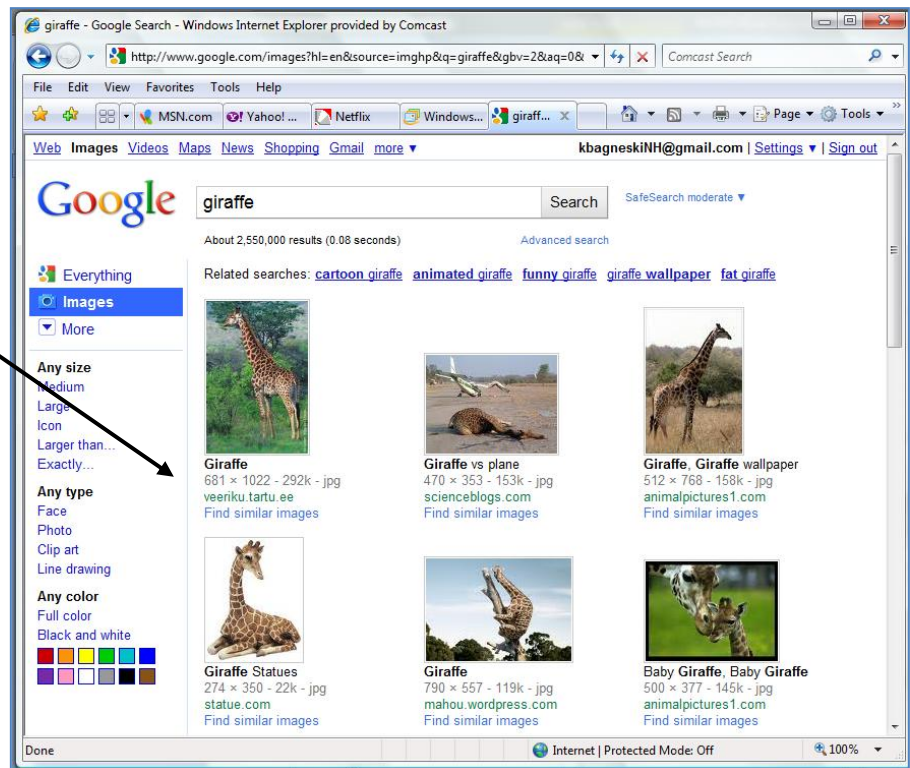
Under each picture is the **title** of the picture, the **size**, and the webpage **where the picture is located**.

22. **Click** on one of the pictures.

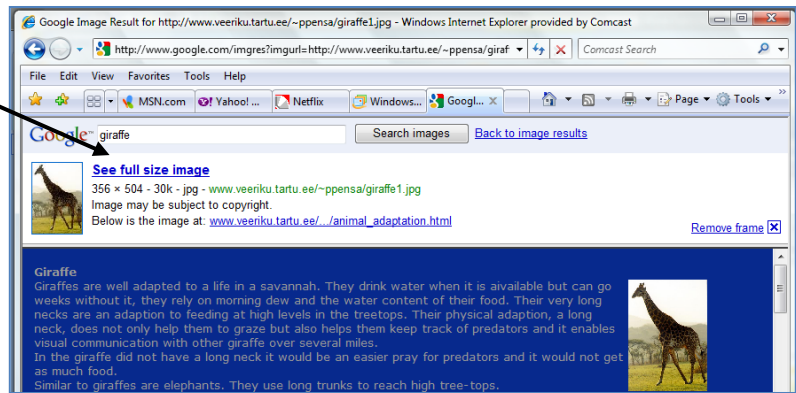
23. This is the website that put this picture on the Internet.

Remember everything on the internet was put there by some person who has the information on his or her computer.

**Scroll down.** Can you find the picture in the webpage?



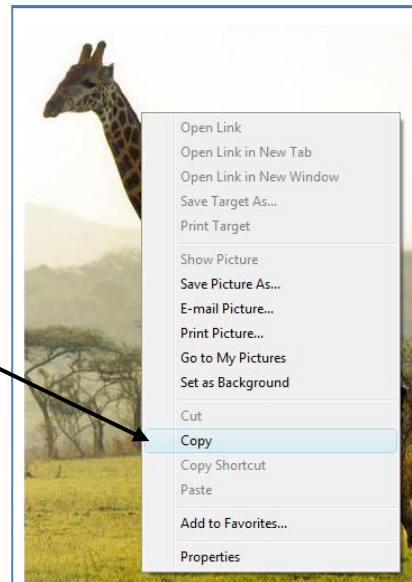
24. **Scroll up.** Next to a small copy of the picture, **Click** on **See full-size image**.



25. Now you see only the image. **Right-click** on the picture.

26. **Select COPY.**

Now the picture is in the memory of the computer.



27. **Don't close** the Internet browser, but **Maximize Microsoft Word**, using the buttons on the **Taskbar** at the bottom of your screen.

28. Your blinking cursor should be below your sentence. **Right-click** in the Word document.

29. **Select PASTE.** You will see the picture in the Word document.

30. **Click** on the picture. **Put the cursor** over the small white circle on the corner of the picture.

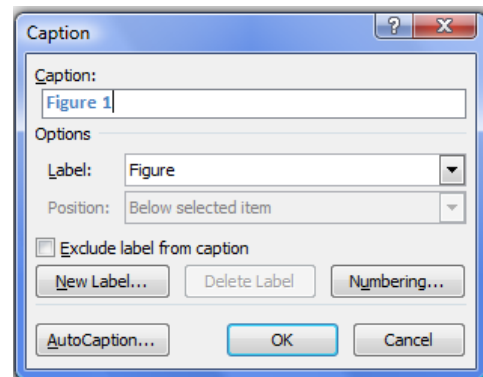
31. When the cursor looks like this, **Click and Drag** to change the size of the picture. If you hold down the Shift key at the same time you drag, it will change the size proportionally. You want the end result to be about the size of a postage stamp.



32. When your blinking cursor is at the bottom right corner of your image, **Click** on the **Reference** tab. We are going to add a caption to each image we copy.

33. In the *Captions* toolbox, **Locate** the **Insert Caption** button. **Click** on it. This will open a dialog box.

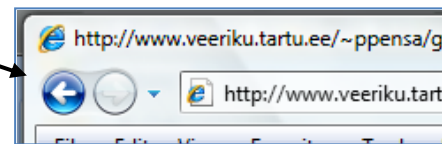
34. You will see the blinking cursor next to the words “Figure 1” in the Caption field. Add a space by **Pressing the space bar** once.
35. **Type** the name of the animal again.
36. **Click the OK** button. The words have been added next to your photo in blue.



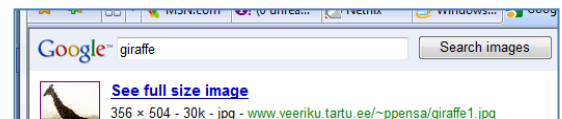
37. **Press the Enter** key twice.
38. **Type** the following: “**In my native country there are lots of plants. One of my favorites is**”
39. **Complete** the sentence and **Press the Enter** key once.
40. **Minimize** the Word document.



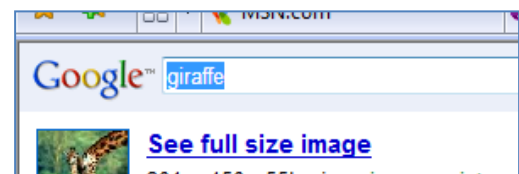
41. You should be looking at the internet screen and your favorite animal. **Use the Back** button to go back one screen.



42. Above the small image of your favorite animal, **Find the Search Box**. **Click** in it and **Highlight** the name of your animal.

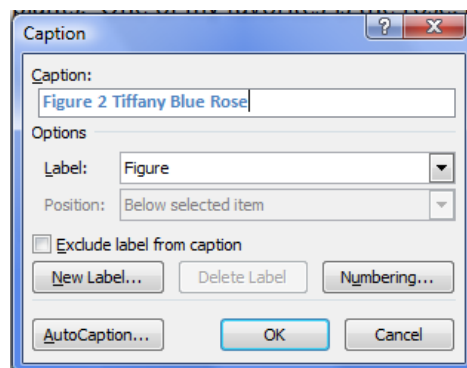


43. There is no need to delete this word, just begin **Typing** the word for your favorite **Plant**.
44. **Press the Enter** key or **Click the Search Images** button.



45. **Select an image** that you like – remember there is more than one page to view.
46. **Copy and paste** that image into your Word document. Use the Taskbar buttons to bring up the Word document on your screen.
47. **Resize the image**.
48. You should still be on the *Reference* tab. In the *Captions* toolbox, **Click the Insert Caption** button.

49. The dialog box should now say “Figure 2” in the Caption field. Add a space by **Pressing the space bar** once.
50. **Type** the name of the plant.
51. **Click the OK** button. The words have been added next to your photo in blue.



52. **Press the Enter** key twice.
53. **Write 2 sentences** about your favorite food.
54. **Find** an image of it and **Copy** it into the Word document. Remember to space your document like you did previously.
55. **Add** a caption to this image as well. Look at the previous steps if you need help remembering how to do it.
56. **Press the Enter** key twice
57. **Write a sentence** about any other favorite thing and **Find an image** for the document.
58. **Add** the caption.
59. **Save** the document.

It has already been named, so you only have to **click** the **SAVE** button on the *Quick Access Toolbar*. When you click the button, move the cursor right away. When the button bounces back, your document has been saved.

60. **Spell check** your document. **Correct** any errors and **Save** it again.
61. **Print** your document **or Show** a teacher on your computer screen. The teacher will sign in this box.

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# Microsoft Word: Exercise 6

## Corrections to a Letter

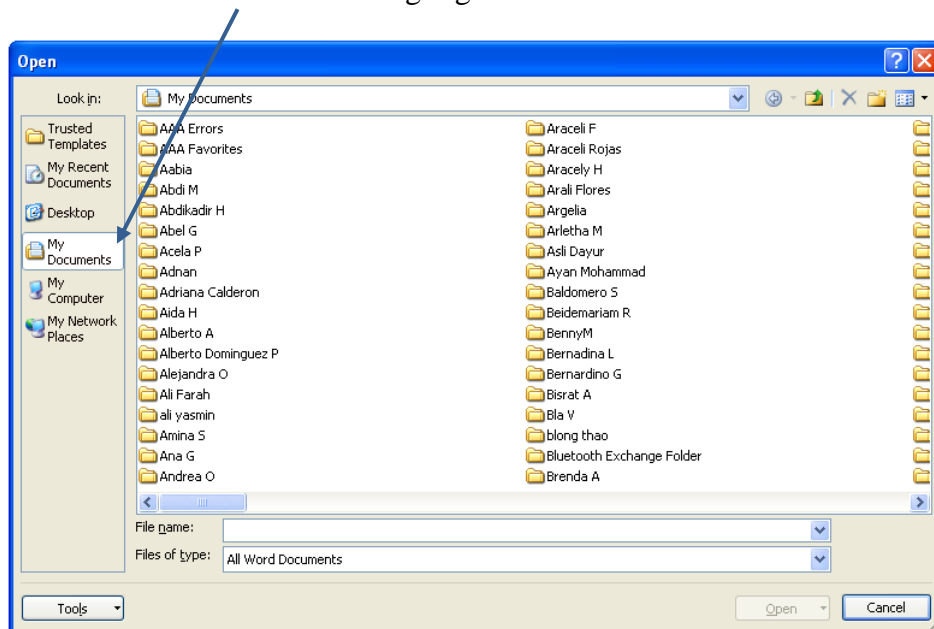


This is Jane Doe. Jane is going on vacation. She wrote a letter to her teacher about her vacation. The letter has many spelling and grammar mistakes.

In this exercise, you will download a copy of Jane's letter from the Neighborhood House Network. You will then save the copy to your named folder. You will correct the spelling and grammar mistakes and format the letter to make it look better.

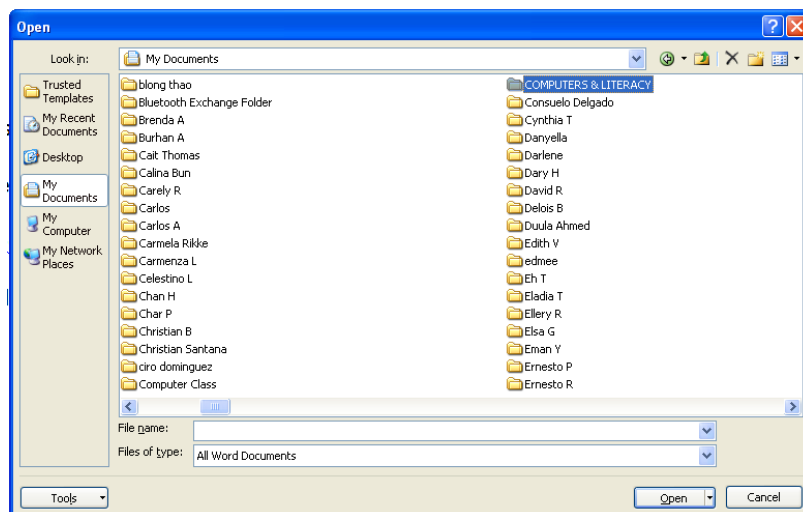
To start, follow the step-by-step instructions.

1. **Open** Microsoft Word.
2. **Click** on the **Office Button** in the upper left hand corner. Or use the button on the *Quick Access Toolbar*.
3. **Click** on **OPEN**.
4. **Make** sure that **MY DOCUMENTS** is highlighted on the left.





5. Use the scroll bar at the bottom to locate a file folder called **Computers & Literacy** (it is highlighted in the illustration).
6. **Double-click** on it to open the folder.

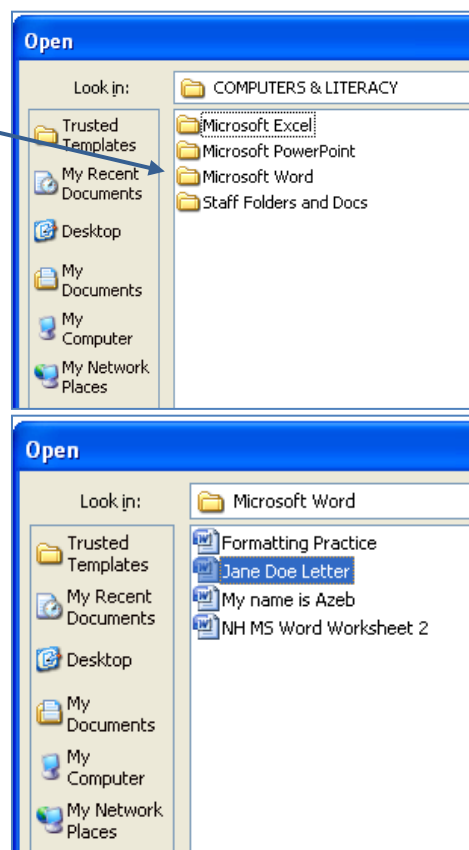


7. The file we are looking for in for our Microsoft Word class. **Open** the Microsoft Word Folder by **Double-clicking** on it.
8. Within the file folder **locate** the file called **“Jane Doe Letter”** (it is highlighted in the illustration below). **Double-click** to open it.

If you get a dialog box that gives you the option to **“Open as Read Only”**, Click the **OK** button.

9. The **Computers & Literacy** folder us a “Shared Folder”; therefore, we need to save a **copy** of the the file/document we just opened in your named folder so that you can work on it individually.

**This process is like taking a piece of paper to a copy machine and making a copy for yourself.**

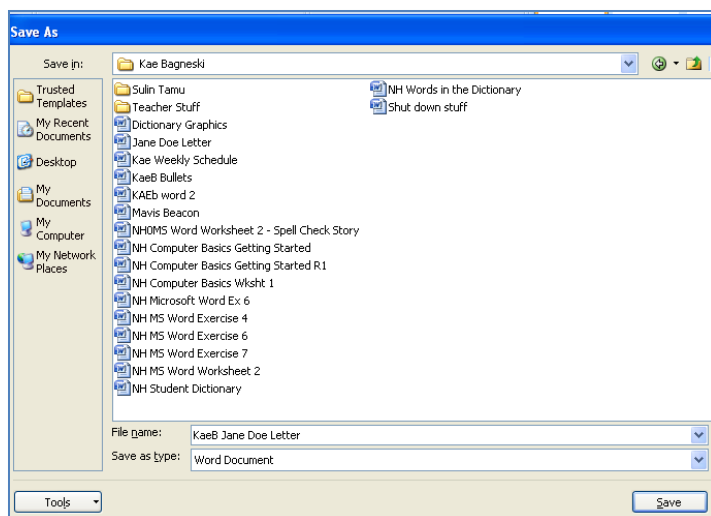




10. Since we have opened the document, we have already put the original onto the copier glass. However, we cannot just press a button to make the copy. We need to make sure it gets to the right slot in the copier before we ‘press the button’.

To do that, **Use the Office button and Select Save As.**

11. **Find** your named folder and **Double-click** to open it.



12. **Look** at the “Save in” field at the top of the dialog box: Is there a little folder with your name after it? If not, ask a teacher for assistance.
13. In the “File name” field, **Use** the naming convention below:  
***FirstnameLastinitial Jane Doe Letter***
14. **Click** the **SAVE** button. Now you have made the copy. Is the new name of the document in the **Title bar** at the top of the screen? If it is, you have made the copy successfully.
15. **Remember** from Exercise 4, red lines mean that a word is misspelled or that the computer does not know the word. Green lines mean that there might be a grammar mistake. These lines are only there to help you when you are typing. They will not be on the paper when you print your document.
16. Let’s change how the letter looks. This is called **formatting**.
17. **Highlight** Jane’s name and address. **Change** the font to **Arial**.
18. **Change** the font size to **14**. **Make** it **Bold**.
19. **Click** on the **align center** button to move the address to the center of the page.
20. **Highlight** the date. **Click** on the **align right** button.
21. **Click** in front of “**dear Leslie**”.
22. **Press** the **ENTER** key. This moves the words down.
23. **Use** the **ENTER** key to make spaces between the lines as shown below:



Jane Doe  
1234 Green St.  
St. Paul, MN 55101

March 28, 2001

Leslie Gardner  
Functional Work English Instructor  
1600 University Ave.  
St. Paul, MN 55101

Dear Leslie:

I am writing to let you know that I will not be able to attend classes during the first full week of May. I will be visiting my family in Razles, Texas for the Cinco de Mayo festival. I will miss classes on May 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. I hope that this will not be a problem. I will be getting copies of what I have missed from another student, Ishmeal Baheras. I believe that I will be able to catch up quickly. Thank you very much and have a great Cinco de Mayo.

Sincerely,

Jane Doe

24. **Highlight** the text from the date to the end of the letter. **Change** the font to **Arial 12 pt**.
25. **Highlight** the words *May 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>*. **Underline** them.
26. **Move the cursor** to the beginning of the document. **Click** on the **Review** tab.
27. In the **Proofing** toolbox, click on the **Spelling and Grammar** button.
28. For each mistake, **Click** either **CHANGE** or **IGNORE**. Finish the Spelling and Grammar check.
29. After you finish the spell check, look for other words in the letter that might be spelled wrong. Do you see the word *vesting*? This word is not correct. It should be *visiting*. Spell check did not mark this mistake because this is an English word, but it is not correct in this sentence. Please **Change** it.
30. **Highlight** the word *Sincerely* at the bottom of the letter.
31. On the **Review** tab in the **Proofing** toolbox, **click** on the **Thesaurus** button.  
A Thesaurus is a book, like a dictionary. A Thesaurus helps you find words that mean the same thing or similar to the word you have highlighted. Microsoft Word can help you find similar words. If this feature is turned on, you will see a separate window (titled **Research**) appear on the right side of your screen, showing you other choices for the word *sincerely*.

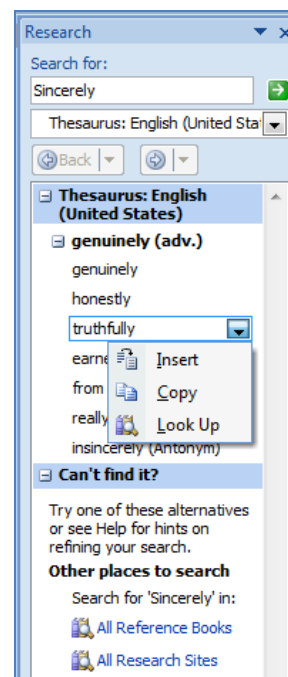


32. **Choose** a new word to replace “Sincerely.”  
**Click** the drop down arrow next to the word you have chosen.
33. **Click** on **INSERT**. **Close** the **Research** window.
34. **Click** on the **Print Preview** button in the *Quick Access Toolbar*.



You can see what the letter will look like when it is printed on paper.

Your document should look like the one below.



**Jane Doe**  
**1234 Green St.**  
**St. Paul, MN 55101**

March 28, 2007

Leslie Gardner  
Functional Work English Instructor  
1600 University Ave.  
St. Paul, MN 55101

Dear Leslie:

I am writing to let you know that I will not be able to attend classes during the first full week of May. I will be visiting my family in Razales, Texas for the Cinco de Mayo festival. I will miss classes on May 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. I hope that this will not be a problem. I will be getting copies of what I have missed from another student, Ishmeal Baheras. I believe that I will be able to catch up quickly. Thank you very much and have a great Cinco de Mayo.

Truly,

Jane Doe

**35.Print** your document **or Show** a teacher on your computer screen. The teacher will sign in this box.



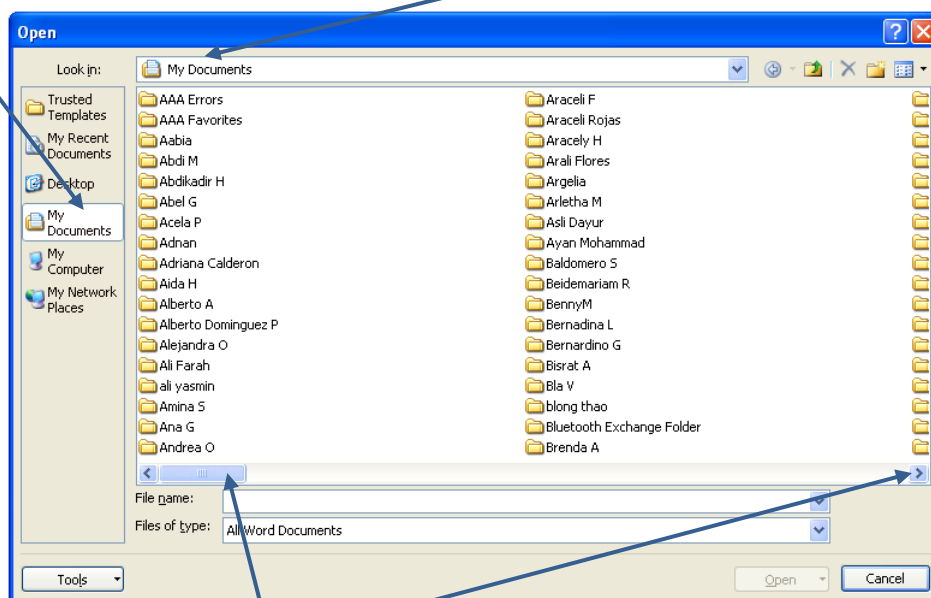
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# Microsoft Word: Exercise 7

## Formatting Practice

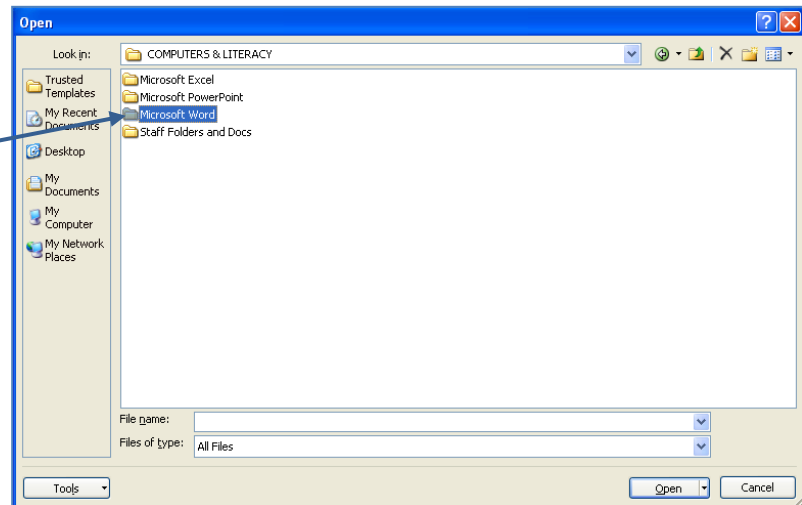
In this exercise you will practice what you have learned so far. You will download a document from a shared folder. You will highlight each line and follow the direction in that line.

1. **Open** Microsoft Word. Use the **Shortcut** icon on the Desktop.
2. **Click** on the **Office Button** in the upper left hand corner, and **Click** on **Open**,  
OR  
Use the **OPEN** button on the *Quick Access Toolbar*.
3. **Make** sure that **MY DOCUMENTS** is highlighted on the left in the *Open Dialog Box*. It should say “My Documents” in the “Look in:” field.

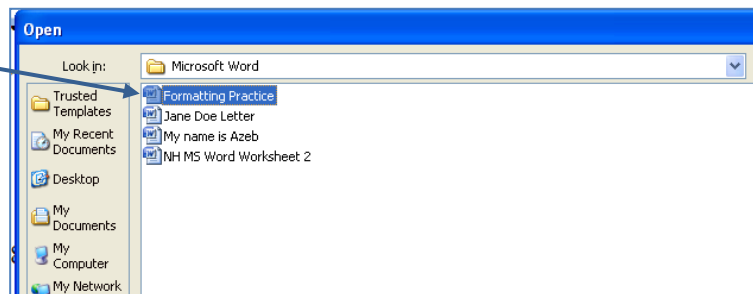


4. Use the *Scroll Bar or Arrow* at the bottom of the file folders to locate a folder called **Computers & Literacy**. **Note:** it is written in all capital letters/uppercase.
5. **Double-click** to open the shared folder called **Computers & Literacy**.
6. **Double-click** to open the **Microsoft Word** folder.

7. **Inside Computers & Literacy** there are other folders. The file we want is in the **Mircosoft Word** folder. **Double-click** on it.



8. **Double-click** on the file named **FORMATTING PRACTICE**.



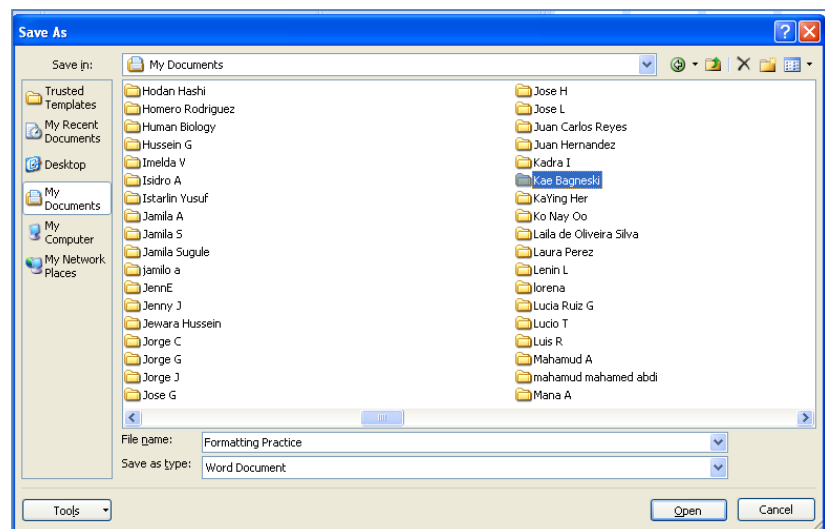
9. Now you have opened the document. Since many people will be working on this document, you need to save it into *Your Named Folder* before you can begin working on it.

**Do you remember how to save a document from one folder into another?**

10. To save the document to Your Named Folder use the **Office Button** and **Click on Save As**.

11. Make sure “My Documents” is highlighted like the illustration, and **Find** your named folder. **Double-click** on it.

12. Rename the document: ***FirstnameLastinitial Formatting Practice.c***  
**Click** the **Save** button.



13. Now **Follow** the directions **on the document** you have just saved. For example, highlight line number 1 and make it bold.
14. When you have finished with all 13 lines, **Save** the file again to save your changes.

Formatting-Practice → Exercise-7

¶

1. → Bold this line of text.¶

2. → Underline this line of text.¶

3. → Align this line on the right side of the page.¶

4. → Change this line to italics.¶

5. → Change this line to 24-pt.¶

6. → Cut this line and paste it at the end of the list.¶

15. Ask a teacher to check your work. The teacher will sign in the box.

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# Microsoft Word: Exercise 8

## Tables and Rulers

Your boss needs a schedule of your classes and other activities so that she can decide who should work each shift. In this exercise, you will learn how to make a table with many boxes. You will type your weekly activities in this table.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

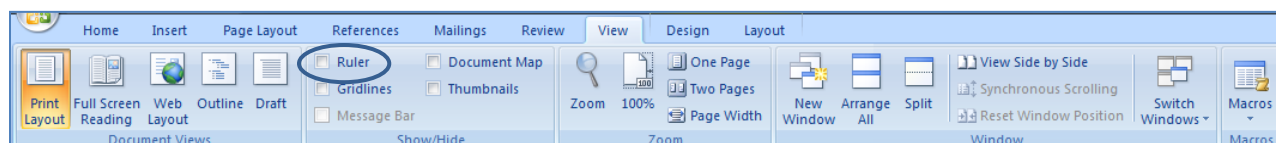
To start, follow the step-by-step instructions.

1. **Open** Microsoft Word.
2. **Click** on the **View** tab of the **Menu Bar** on the **Ribbon**.

The **Print Layout** button should be highlighted in the **Document View** toolbox. That is the “view” on the screen.

What is the third toolbox on the View tab? \_\_\_\_\_

What is the second toolbox on the View tab? \_\_\_\_\_



3. For this exercise we want the **ruler** to show up on our screen. In the **Show/Hide** toolbox, **Click** the box next to **Ruler**.

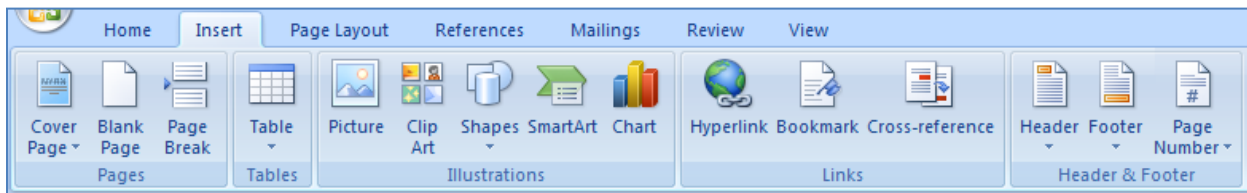
Notice rulers appear just below the ribbon and on the far left side of the screen. For the exercise we will concentrate on the ruler just below the ribbon.

The white space on the ruler shows you the typing area of the document.

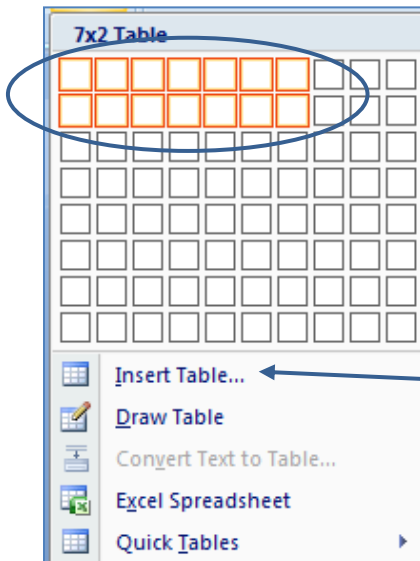
What does the blue space represent? \_\_\_\_\_

4. Next **Click** on the **Insert** tab. The toolboxes shown in the illustration below are: Pages, Tables, Illustrations, Links, and Header & Footer.

What are the other two toolboxes? \_\_\_\_\_



5. In the **Tables** toolbox, **Click** on **TABLE**.



6. The drop down menu on the left will appear. In the illustration seven columns across and two rows are highlighted. This is one way of adding a table to a document.

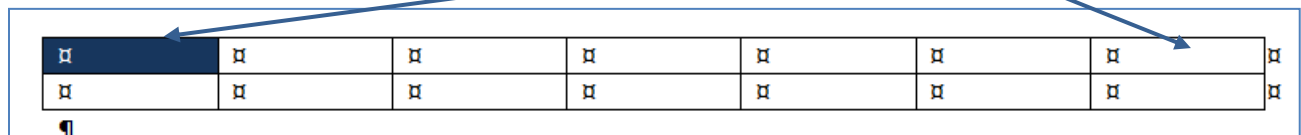
**Click** where it says **INSERT TABLE**. The dialog box on the left will appear.

7. **Change** the number of columns in the dialog box to match the illustration: **7**

8. Then **Click** the **OK** button.

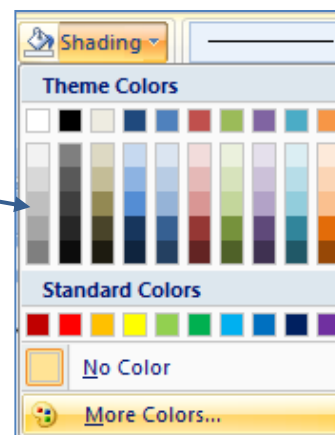
The table will appear in the document. Each table is made up of individual blocks called *cells*. The ribbon should also have changed, **Adding** a detail **Tab** called **Table Tools** about *Design and Layout*.

9. **Highlight** the top row of cells. **Click** in the **first cell** and **Drag** to the **last cell**.

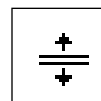


10. We want to be viewing the *Design options*. The **Design** tab should be highlighted.

11. **Click** on the drop down arrow next to the word **SHADING**.
12. **Click** on a light gray box. The highlighted boxes will turn that shade.
13. **Highlight** only the *bottom row* of the table.  
The Design option should still be visible.  
If not, repeat step 9.
14. This time **Click** on a different color.



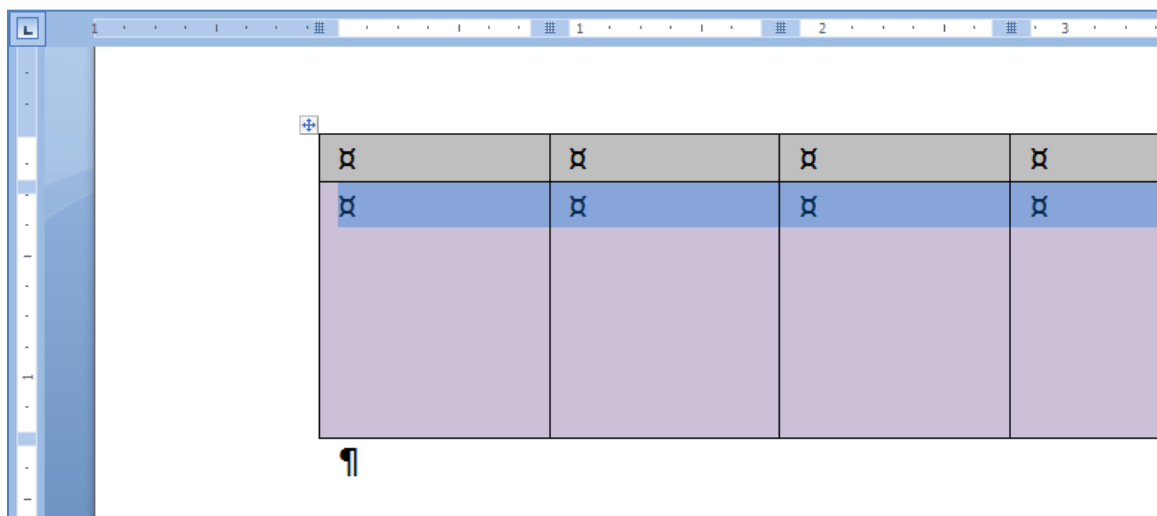
15. **Move** the *Cursor* over the bottom line until it looks like this:




16. **Look** at the ruler at the **top**, notice the **markings** where each column line is located. **Look** at the ruler on the **left**; the **markings** are similar. Each column is slightly less than an inch wide.

The **first row** is approximately how tall? \_\_\_\_\_

17. **Click and Drag** down until the **bottom row** is approximately **1 inch**. The illustration below is slightly larger than 1 inch.



18. **Type** *Monday* in the top left box.
19. **Press** the **TAB** key to move to the next box.
20. **Type** the other days of the week.
21. **Type** your work schedule in the bottom row. It can be what you really do every day or you can make it up. You should have at least one thing in each of the cells.
22. **Move the cursor** over the table until you see a box with arrows in the top left corner.



Monday	Tuesday	Wednesday	Thursday
9:00—12:00 Office-work	9:00—5:00 Office-Work	9:00—12:00 Office-work	9:00—5:00 Office-Work
1:00—1:45 Class-Prep		1:00—1:45 Class-Prep	
1:45-2:45 Teach-Class		1:45-2:45 Teach-Class	

23. **Move the cursor** over the box until it also looks like four arrows.



Monday	Tuesday
9:00-5:00 work in office	5:00-8:00 teach class

24. **Click and drag** down until you see the dotted outline.  
When you let go, the table should have moved down on the page.

Monday	Tuesday	Wednesday	Thursday
9:00—12:00 Office-work	9:00—5:00 Office-Work	9:00—12:00 Office-work	9:00—5:00 Office-Work
1:00—1:45 Class-Prep		1:00—1:45 Class-Prep	
1:45-2:45 Teach-Class		1:45-2:45 Teach-Class	

25. **Click above** the table to put the cursor there.



26. **Click** on the **CENTER** alignment button.
27. **Type** the words *WEEKLY SCHEDULE* above the table.
28. **Change** the *font name* and *font size* to something you like.
29. **Spell check** the document.
30. **Save** the document in your named folder: **firstnamelastinitial Weekly Schedule**
31. Ask a teacher to check your work. The teacher will sign in the box.

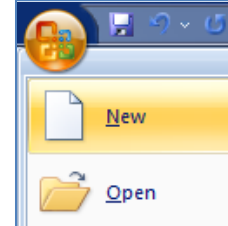
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# Microsoft Word: Exercise 9

## Using Columns and Indentation

1. **Open** a **New** Microsoft Word **document**. This may just involve opening Word. If not, *Use the Office Button* to open a *New* document.



2. On the *Home* tab in the *Paragraph* toolbox, turn on the paragraph tool by **Clicking** the **Paragraph Button**.

Remember, paragraph marks, tabs, space dots, etc. will not print out on paper; they are just there to help you see what you are doing as you work on a document.

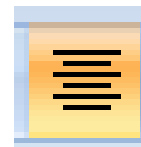


3. **Click** on the **Right Align** button on in the *Paragraph* toolbox.



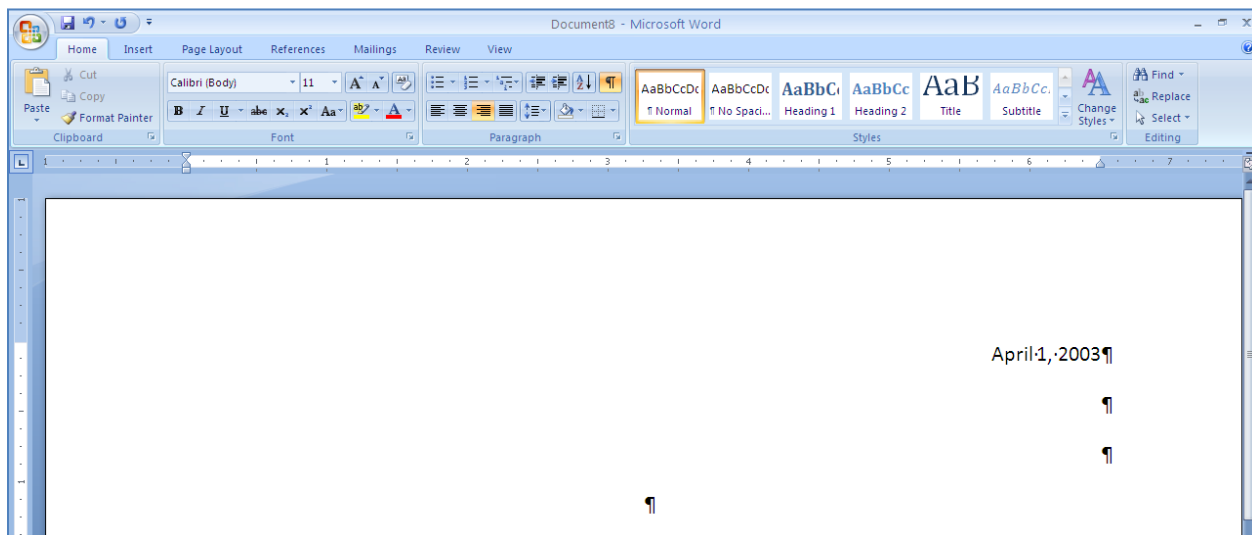
4. **Type** today's date.

5. **Press** the **ENTER** button **three** times.



6. In the *Style* toolbox, **Click** the **Button** that says "**No Spacing**".

7. **Click** on the **Center Align** button in the *Paragraph* toolbox.



8. **Type** the words “**Chocolate Chip Cookies**”. **See** the title is aligned in the center of the page.
9. **Press** the **ENTER** key **twice**.

10. **Click** the **Left Align button** in the *Paragraph* toolbox.



11. **Type** the list of ingredients below.

½ cup Lard  
½ cup Butter  
2½ cups All Purpose Unbleached Flour  
¾ cup White Sugar  
¾ cup Packed Brown Sugar  
2 Eggs  
1 tsp. Vanilla  
½ tsp. Baking Soda  
¾ Bag of Milk Chocolate Chips

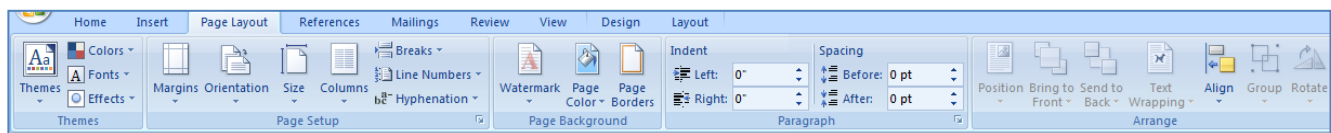
12. **Press** the **ENTER** key **two times**.

13. **Type** the directions below:

Directions: Mix the Lard and Butter until creamy. Mix in *some* of the flour (about half), the brown sugar, white sugar, eggs, vanilla, and baking soda. Stir until ingredients are thoroughly mixed, then blend in the remaining flour. Add chocolate chips and stir. Drop by spoonfuls onto an ungreased baking sheet. Bake at 375 degrees for 8-10 minutes, then enjoy!

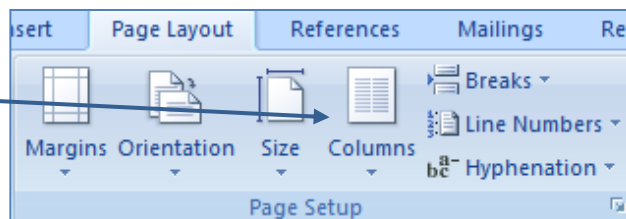
14. **Highlight** just the ingredients.

15. **Click** on the **Page Layout tab**.

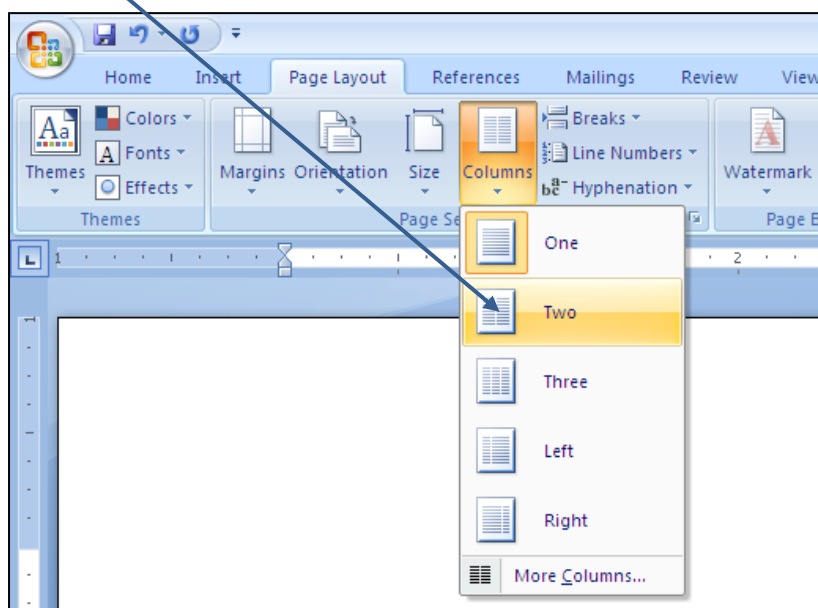


**What are the five toolboxes on this ribbon?** They are hard to read in the illustration above. Look at your computer screen for help.

16. In the *Page Setup* toolbox, **Click** on the **Columns** button.



17. We want two columns for our ingredients. On the drop down menu **Select** the word **"two"**.



Now the ingredients should be in two columns and look like this:

April 1, 2003

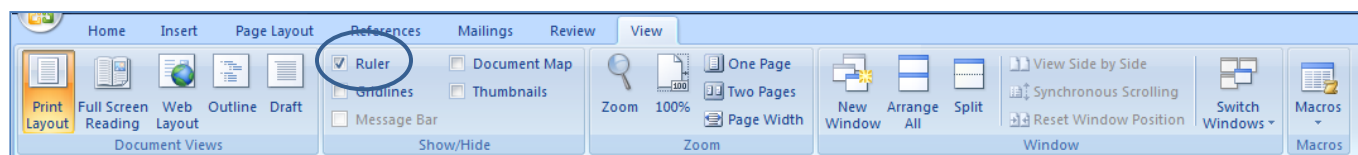
### Chocolate Chip Cookies

½ cup Lard ½ cup Butter 2 ½ cups All Purpose Unbleached Flour ¾ cup White Sugar ¾ cup Packed Brown Sugar	2 Eggs 1 tsp. Vanilla ½ tsp. Baking Soda ¾ Bag of Milk Chocolate Chips
--	---

Directions: Mix the Lard and Butter until creamy. Mix in *some* of the flour (about half), the brown sugar, white sugar, eggs, vanilla, and baking soda. Stir until ingredients are thoroughly mixed, then blend in the remaining flour. Add chocolate chips and stir. Drop by spoonfuls onto an ungreased baking sheet. Bake at 375 degrees for 8-10 minutes, then enjoy!

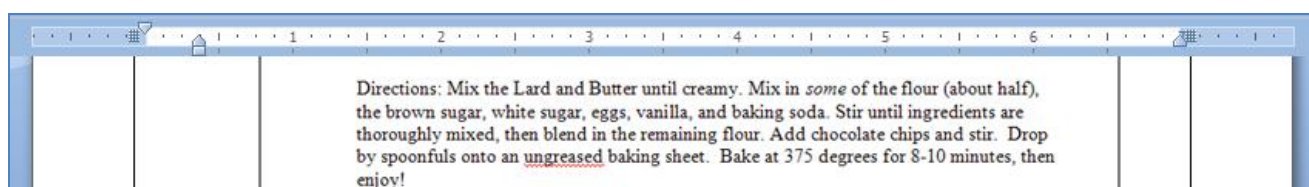


18. Next **Click** on the **View** tab.



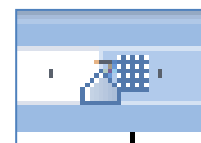
**What are the toolboxes on this ribbon?**

19. In the *Show/Side* toolbox, **Click** in the little box in front of the **Ruler** tool.

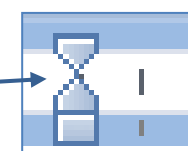


20. **See** the ruler at the **top** and on the **left** side of the screen? Only the the top one if visible in the illustration above. The white ruler is the width of the working area of the document. The blue ruler on each side represent the margins.

**Notice** the little triangle at the far left? It is called the **Right Indent marker**.

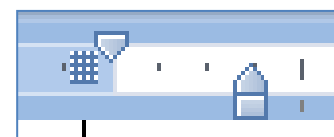


On the left **See** the **two little triangles** and the **rectangle**? They are probably on top of one another.



The **upper triangle** is called the **First Line Indent** marker.

The **bottom triangle** is called the **Hanging Indent** marker.



The **rectangle** is called the **Left Indent marker**, because it moves both the upper and lower triangles together if you move it across the ruler.

21. Next you will indent the paragraph of directions in the recipe. We have looked at the markers for indenting on the ruler, but what does an indent look like when applied to text? Let's **Look** at the picture below to see what an indent looks like. There are several different ways to indent text.

**NO INDENT:**

Baking cookies can be a fun activity for parents to do with their children. Through baking, kids learn new words such as ingredients and directions. They can learn about measurements and the dangers of using the stove or oven. And when they are done baking, everyone can enjoy delicious cookies.

**INDENT FIRST LINE:**

→ Baking cookies can be a fun activity for parents to do with their children. Through baking, kids learn new words such as ingredients and directions. They can learn about measurements and the dangers of using the stove or oven. And when they are done baking, everyone can enjoy delicious cookies.

**INDENT ALL BUT THE FIRST LINE OR HANGING INDENT:**

Baking cookies can be a fun activity for parents to do with their children. Through baking, kids  
→ learn new words such as ingredients and directions. They can learn about measurements and the dangers of using the stove or oven. And when they are done baking, everyone can enjoy delicious cookies.

**INDENT ALL LINES:**

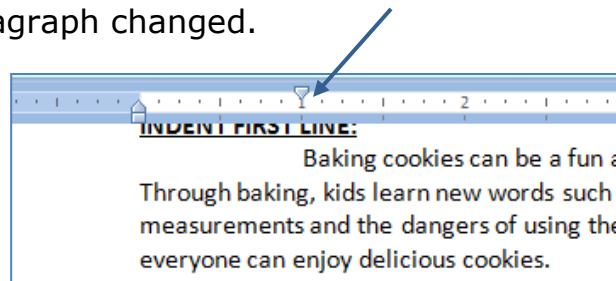
→ Baking cookies can be a fun activity for parents to do with their children. Through baking, kids learn new words such as ingredients and directions. They can learn about measurements and the dangers of using the stove or oven. And when they are done baking, everyone can enjoy delicious cookies.

**INDENT RIGHT SIDE:**

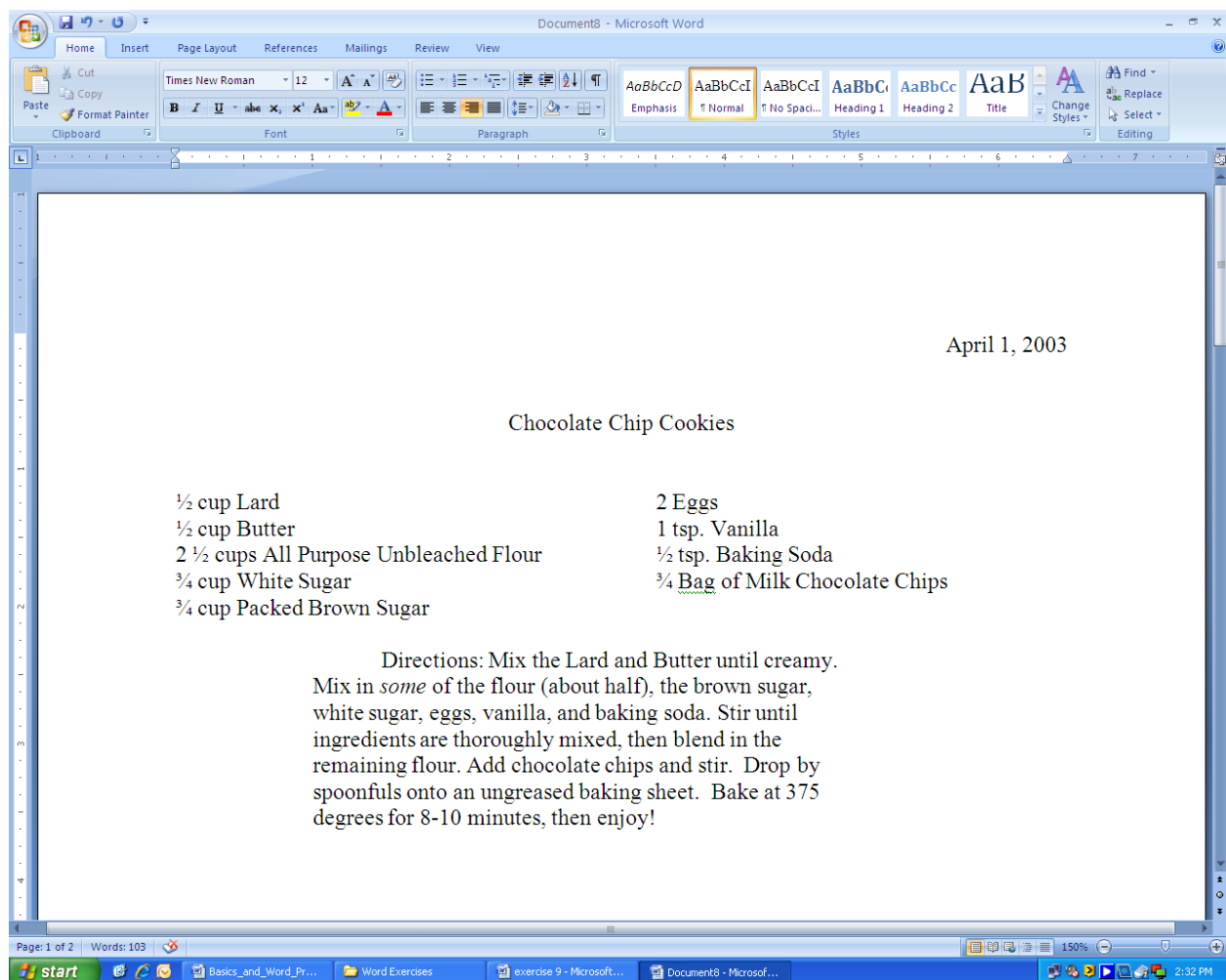
Baking cookies can be a fun activity for parents to do with their children. Through baking, kids learn new words such as ingredients and directions. They can learn about measurements and the dangers of using the stove or oven. And when they are done baking, everyone can enjoy delicious cookies.



22. **Highlight** the paragraph of directions.
23. We want to indent just the first line of the paragraph of directions. To do this **Click** on the **First Line Indent** marker (the upper triangle) and Drag it over until it is over the **number 1** on the ruler. ***This is tricky; take your time.*** **See** how the paragraph changed.



24. **Click** the **UNDO** button.
25. Now **Click** and **Drag** the **bottom triangle** (hanging indent marker) until it is under the **number 1** on the ruler. **See** how the paragraph changed.
26. **Click** the **UNDO** button.
27. **Click** and Drag the **bottom rectangle** until it is under the **number 1** on the ruler. See how the paragraph changed.
28. **Look** at the right side of the ruler for the **Right Indent marker**. **Click** and **Drag** this triangle until it is under the **number 5** on the ruler.
29. Finally **Click** and **Drag** the **top triangle** on the left until it is **between** the **number 1 and number 2** on the ruler.
30. **Check** your work. **Turn off** the **Paragraph marks**. Your document should look like this.



31. **Highlight** the title "Chocolate Chip Cookies".

32. **Bold** and **Underline** the title.

33. **Save** this document in your named folder: **Firstname Cookies**

34. **Ask** a teacher to check your work. The teacher will sign in the box.



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# Microsoft Word: Exercise 10

## Bullets and Clip Art

1. **Open** a new Word Document.

### LISTS and BULLETS

2. **Pick** one of the following groups of animals. Type either of the first two as written or use the third and create your own list. The list items must rhyme, they do not have to be animals, but they must be nouns.

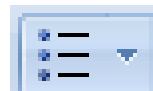
Father like these animals:	Sister likes	I like these things:
Bat	Cats	_____
Rat	Gnats	_____
Muskrat	Wombats	_____

3. **Highlight** the three nouns (ex., cat, gnat, wombat).

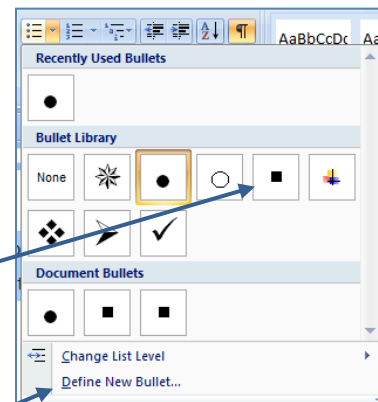
4. In the *Paragraph* toolbox **Click** on the **BULLET** button.



5. Now let's change how the bullets look. **Click** on the **drop down arrow** to see the menu.



6. **Notice** that the *Circle* bullet is highlighted. **Move** the mouse over the other bullets and look at the list. As the mouse is moved, the bullets in the list change.

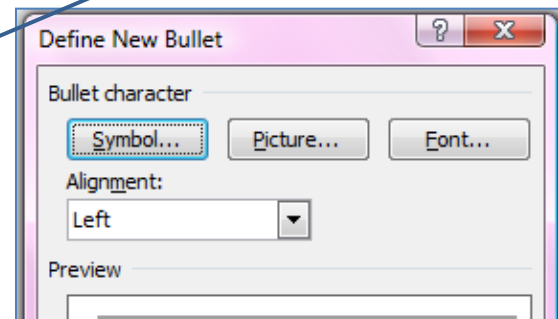


7. **Click** on the picture of the square bullets.

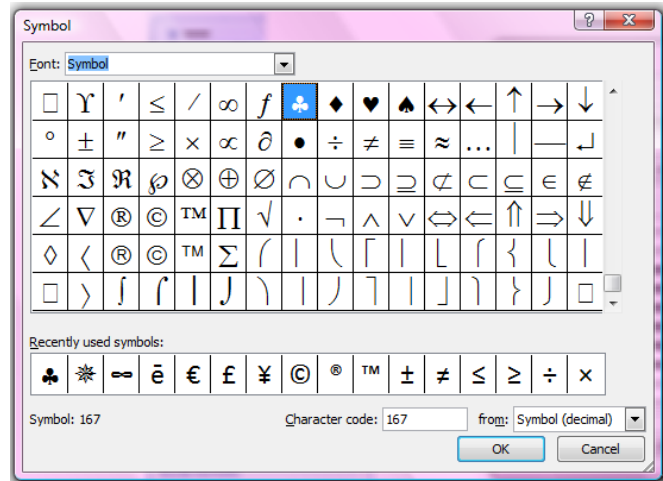
8. **Click** on the **drop down arrow** again.

9. **Click** on **Define New Bullet...** The **Define New Bullet** box will appear.

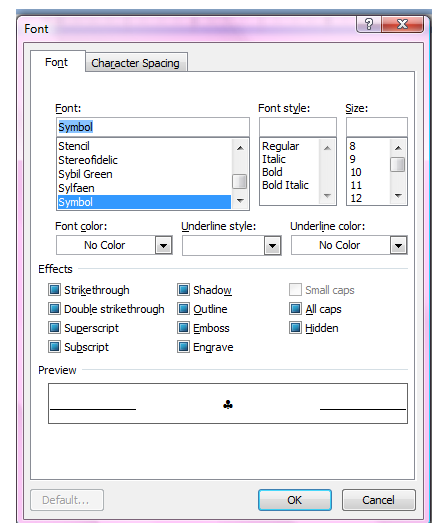
10. **Click** on the **SYMBOL** button. The **Symbol** box will appear as seen below.



11. **Find** a symbol you like. To help choose, use the scroll bar at the right up and down. Other symbols can also be chosen using the **Font drop down menu**. **Click** on any of the small pictures. The image will be highlighted.
12. **Click** on one that you like and then **Click** the **OK** button. This action will take you back to the previous box.

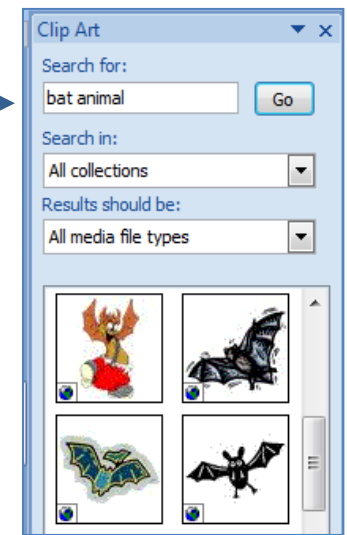


13. In the **Define New Bullet Box** **Click** on the **FONT** button.
14. **Change** the font size to **16**. This will only change the size of the bullet.
15. **Click** on the **OK** button. **Click** on the **OK** button in the **Define New Bullet** box. In your document notice that the bullets are a different size and shape.



## **CLIP ART**

16. **Place the cursor** at the end of the first bullet and **Press** the **ENTER** key 4 times. Do this also after the second line of text.
17. Now you will insert a picture of the first animal. We will use Father's list as an example. In the Word document **Place** your cursor below the word "bat".
18. **Click** on the **INSERT** tab.
19. In the *Illustration* toolbox **Click** on the **CLIP ART** button.
20. **Type bat animal** in the search box. We added "animal" to limit the search parameter, because we do not want pictures of baseball bats.
21. **Press Enter** or **Click** on the **GO** button.



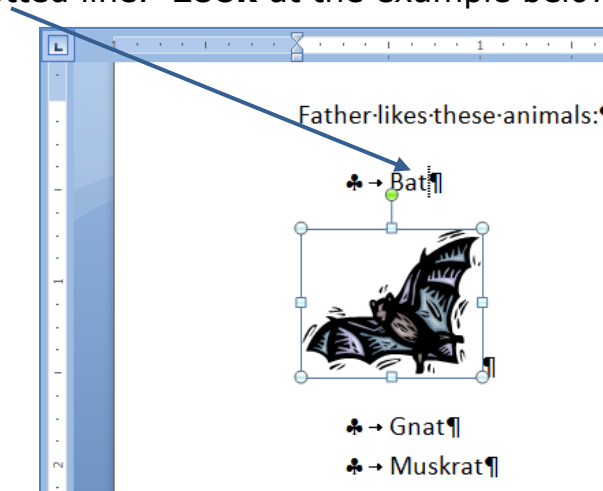
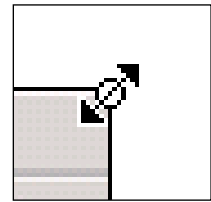
22. **Click** on a picture of a bat. The picture will automatically copy itself into your document where you placed your cursor.

23. **Click** on the picture in your Word document. You will see a box around it.

24. **Move the cursor** over the corner of the picture until it looks like an arrow.

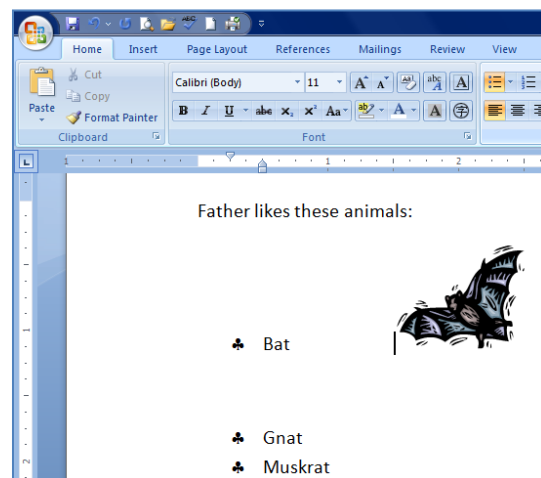
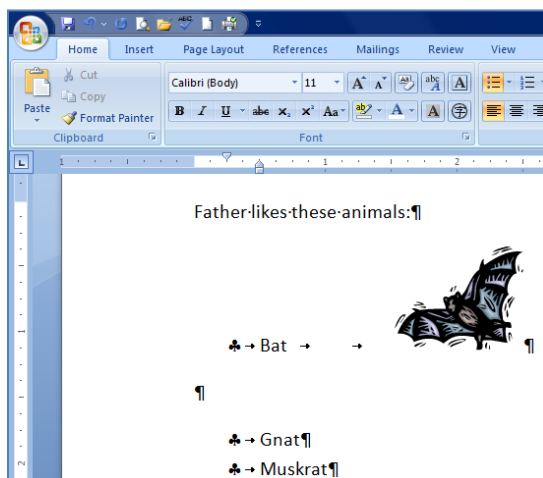
25. **Move the Mouse** to make the picture smaller.

26. Now **Click and Drag** from the picture to the end of the word bat. The cursor will look like a dotted line. **Look** at the example below.



27. **Click** between the picture and the word Bat. **Press** the **TAB** key 2 times.

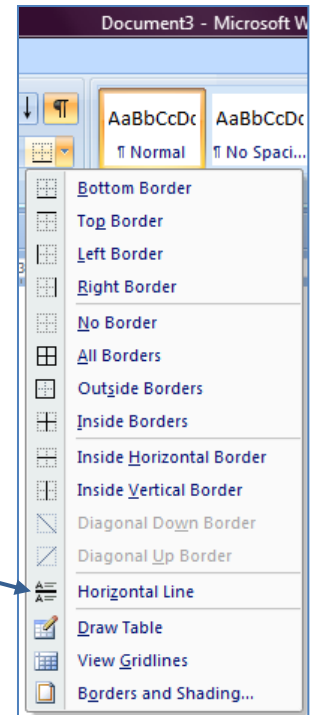
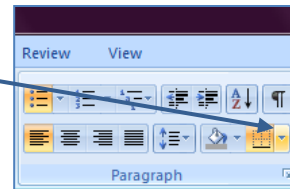
28. **Check** your work. It should look like either of the examples below. The first is with the *Paragraph Marker* turned on, and the second is with the *Paragraph Marker* turned off.



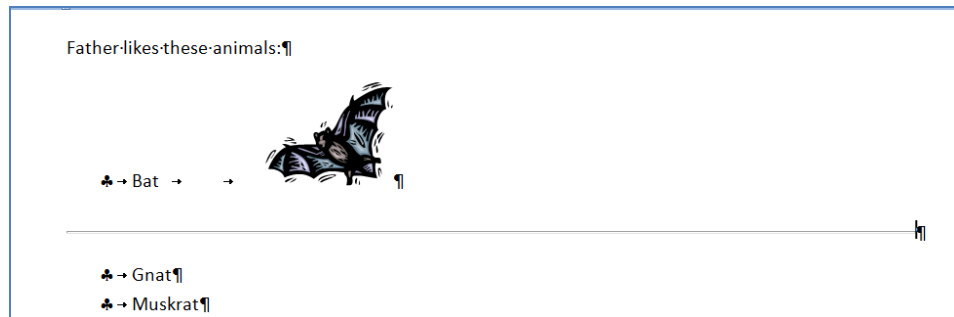
29. **Click** below the word "Bat".



30. In the *Paragraph* toolbox **Click** on the little arrow next to the **BORDER** button on the toolbar for the **border drop down** box.



31. **Click** on the **Horizontal Line** button.



32. **Save** this document in your named folder: **firstnamelastinitial Bullets**

### **ASSIGNMENT**

33. **Repeat** the steps you have learned.  
**Insert** pictures for the other two nouns.
34. **Insert** a line between each picture. When you are finished, all your pictures should be on one page.
35. When you are done **Save** and **Print** one copy.
36. **Ask** a teacher to check your work.  
The teacher will sign in this box

This work was created by Neighborhood House.

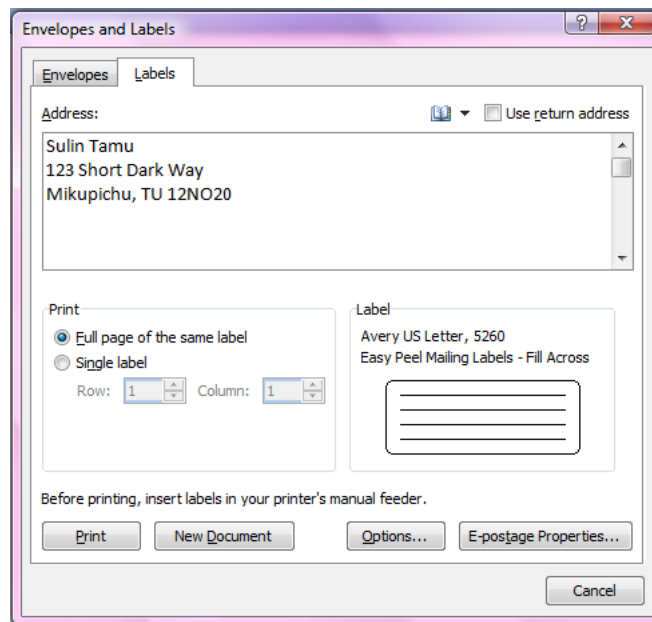
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# Microsoft Word: Exercise 11

## Addressing and Labeling for Envelopes

### A Page of the Same Labels

1. **Open** the program **MICROSOFT WORD**
2. **Click** on the **MAILINGS** tab of the menu ribbon.
3. In the *Create* toolbox **Click** on **Labels**. The *Envelopes and Labels Dialog Box* will appear. (Be patient, it may take a moment.) Make sure the **Labels Tab** is prominent (showing).
4. **Type** your address in the large box of the *Address Field*. (Addresses used in this exercise are fictional.)



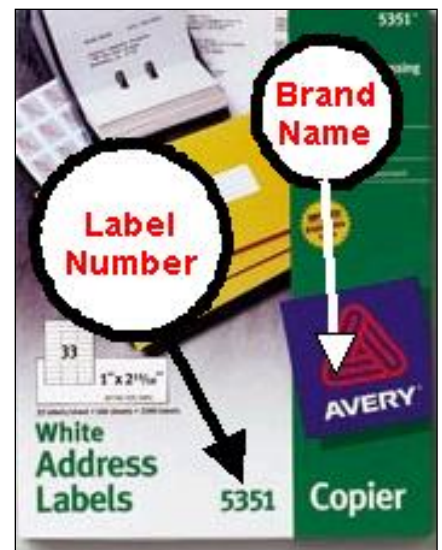
5. In the **Print Field** make sure the **Circle** next to the words **Full page of the same label** is **Selected**.

6. There are many different sizes and shapes of labels. You must choose the one you want. **Look** on the box of labels or on the sheet of labels for the name and number.
7. **Click** on the **OPTIONS** button near the bottom of the dialog box. The dialog box for *Label Options* will appear.

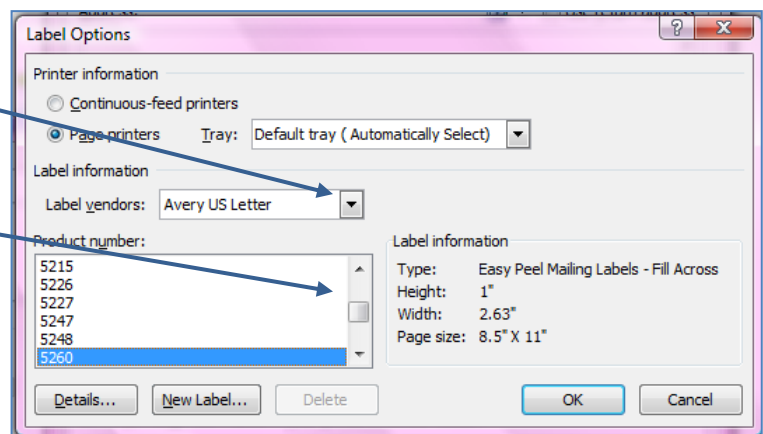
Ask your teacher what kind of labels you will be using.  
**Ask** for the name of the vendor (brand name) and the number of the labels (label number). Write the answers below.

Vendor: \_\_\_\_\_ -

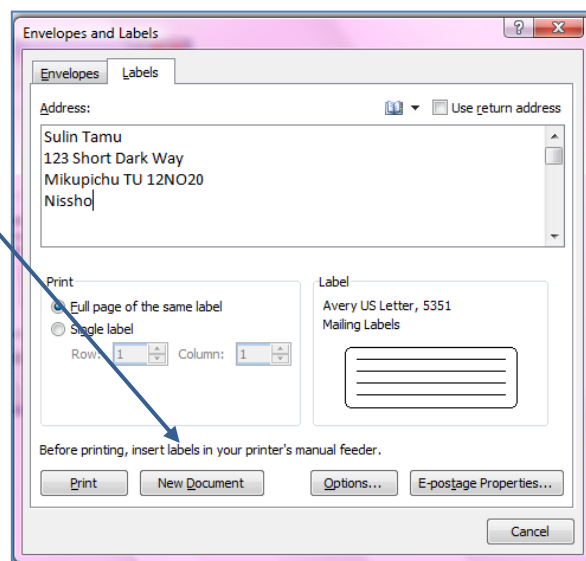
Number: \_\_\_\_\_



8. Under **Label Information**, if not already there, **Use** the drop down menu in the **Label Vendor Field** to **Select** the brand name of the label company.
9. In the **Product Number Field**, **Use** the **scroll bar** and the **Up** and **Down** arrows to **Locate** and **Select** the correct label number. See the note below.
10. **Click** the **OK** button.
11. **Click** on the **NEW DOCUMENT** button.



**Note:** Check with your teacher to find out what number labels you will be using for this exercise.



A page of labels will appear. All the labels will look the same. If you want to change anything, you can **Click** on the text and **Type** just like a normal Word document.

123-Short-Dark-Way¶ Mikupichu-TU-12NO20¶ Nissho¶	123-Short-Dark-Way¶ Mikupichu-TU-12NO20¶ Nissho¶	123-Short-Dark-Way¶ Mikupichu-TU-12NO20¶ Nissho¶
Sulin-Tamu¶ 123-Short-Dark-Way¶ Mikupichu-TU-12NO20¶ Nissho¶	Sulin-Tamu¶ 123-Short-Dark-Way¶ Mikupichu-TU-12NO20¶ Nissho¶	Sulin-Tamu¶ 123-Short-Dark-Way¶ Mikupichu-TU-12NO20¶ Nissho¶

12. **Save** the document to your named folder: **firstnamelastinitial Address Labels**

13. **Ask your teacher** to show you how to put the sheet of labels into the printer.

14. **Click on Print.**

15. **Close** this document.

16. **Ask** a teacher to check your work.  
The teacher will sign in this box.

### **Many Different Labels**

17. You should have your unnamed blank document still on your desktop. If not, **Open Word** again, and **Click** on the **MAILINGS** tab of the menu ribbon.

18. In the *Create* toolbox **Click** on **Labels**. The *Envelopes and Labels Dialog Box* will appear. The **Address Field** should be blank: **Erase** any words in this field.

19. In the **Print Field** make sure the **Circle** next to the words **Full page of the same label** is **Selected**.

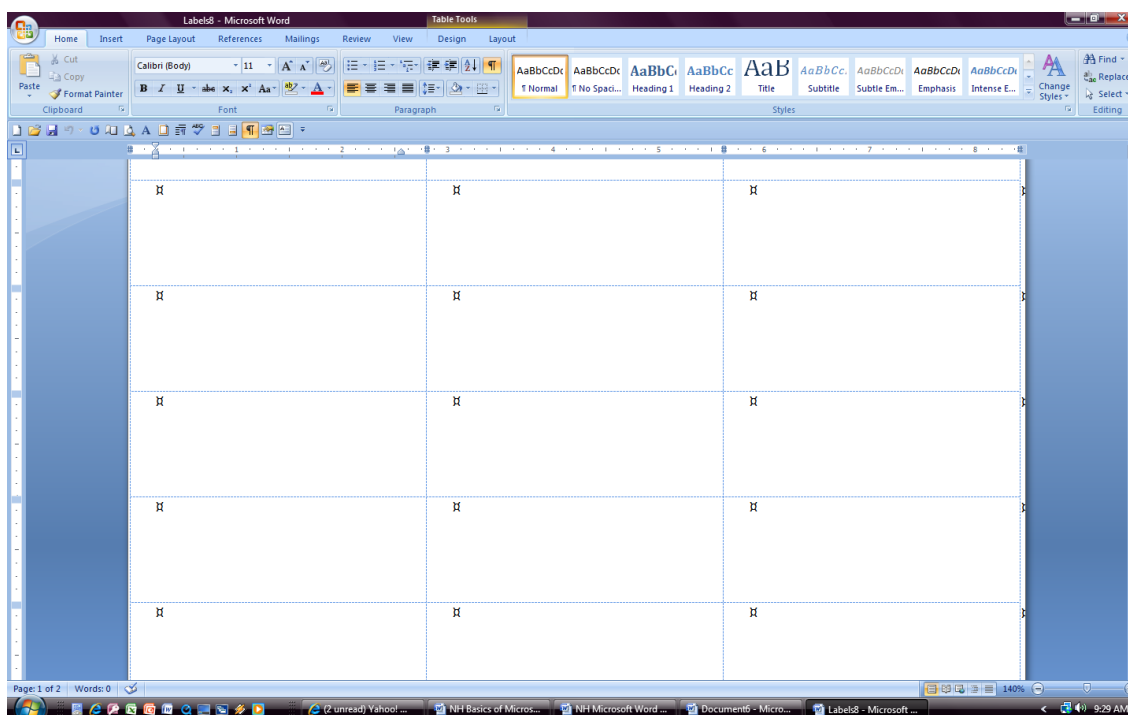
20. **Click** the **OPTIONS** button.

21. Under **Label Information** **Select** the brand name in the **Label Vendors Field** if not already there.

22. Also **Select** the label number in the **Product Number Field** if not already there.

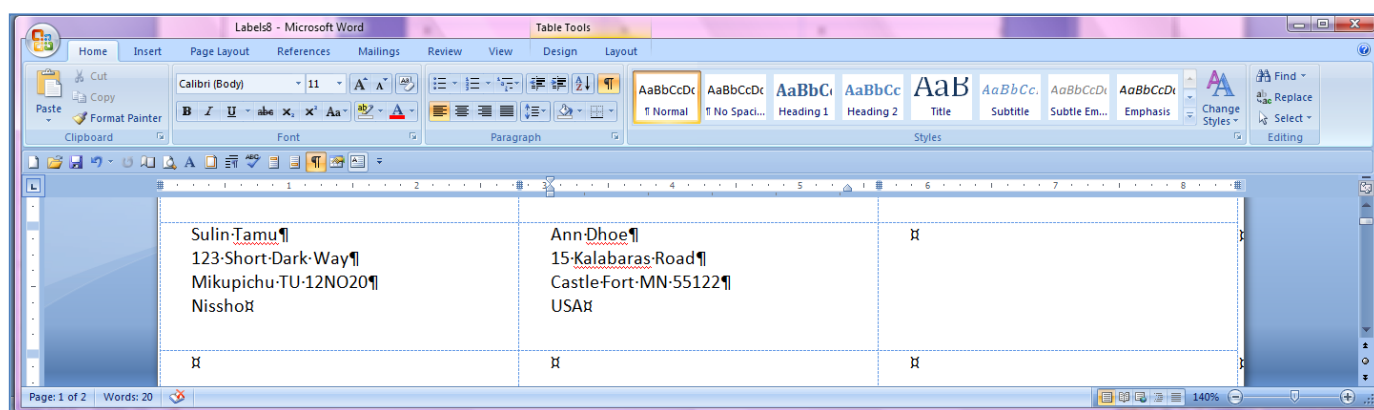
23. **Click** the **OK** button.

24. In the **Envelopes and Labels Dialog Box**, **Click** the **NEW DOCUMENT** button. A blank page of labels will appear.



25. **Click** in the first label and **Type** your address.

26. **Press** the **TAB** key 2 times to move to the next label. **Type** your friend's address.



27. **Type** a few more addresses, and **Save** the document in your named folder:  
**firstnamelastinitial Many Addresses**

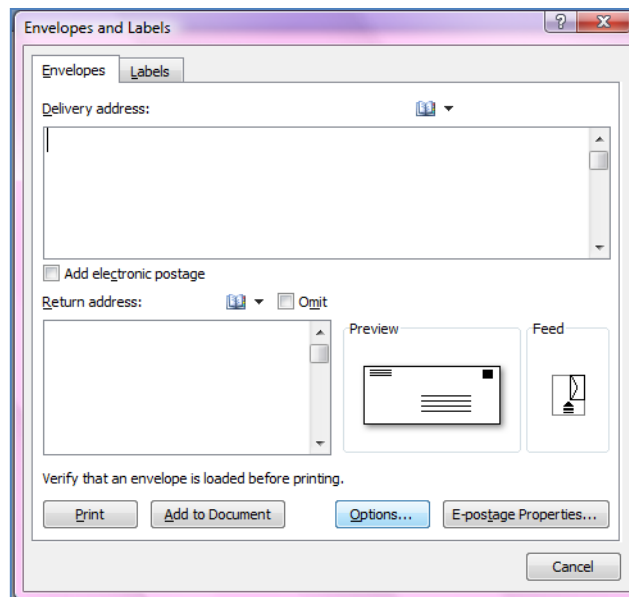
28. **Close** this document.

## Envelopes

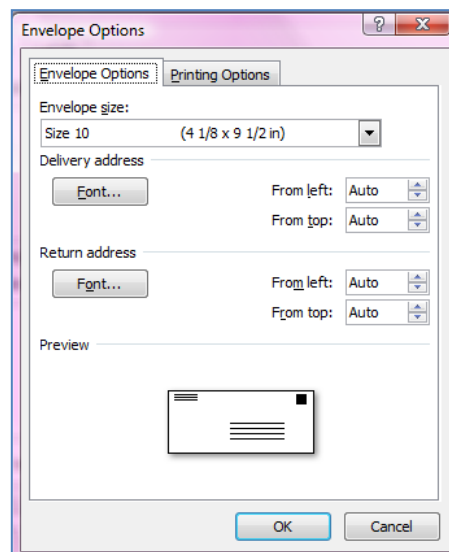
29. You should have your unnamed blank document still on your desktop. If not, **Open** Word again, and **Click** on the **MAILINGS** tab of the menu ribbon.

30. In the *Create* toolbox **Click** on **Envelopes**. The *Envelopes and Labels Dialog Box* will appear. The **Envelopes** tab should be prominent (showing).



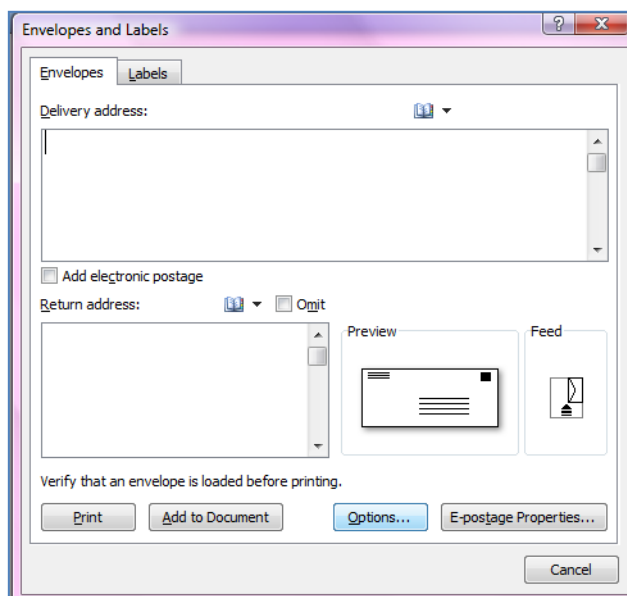


31. **Type** the name and address of the person to whom you are sending a letter in the **Delivery Address Field**.
32. **Type** your name and address in the field marked **Return Address**.
33. **Click** the **OPTIONS** button. This will open the **Envelope Options Dialog Box**.



34. Under **Delivery Address** **Click** the **FONT** button. In this dialog box you can format the delivery address.
35. **Click** the **OK** button.
36. Under **Return Address** **Click** the **FONT** button. In this dialog box you can format the return address.
37. **Click** on the **OK** button. And then **Click** on the **OK** button for the **Envelope Options** dialog box.
38. On the **Envelopes** tab **Find** the word **FEED**. The picture beneath the word shows how the envelope

should be put into the printer.



39. **Try** putting the envelope in the printer as the picture shows. **Ask your teacher** if you are correct.

40. **Click** the **Print** button.

41. **Check** your work. Does the envelope look correct?

42. **Ask** a teacher to check your work.  
The teacher will sign in this box.

43. **Close** all open Word documents.

**Do the following only if Microsoft Word is a 20 day course.**

### **Write a Letter and Create an Envelope**

44. **Open** the program **MICROSOFT WORD**

45. **Type** a letter to a member of your government (Senator, Representative, Mayor, President, etc.). Tell him or her about a problem you'd like them to fix. Or express your opinion to him or her about something they have done or are planning to do.

46. **Ask** a teacher to help you find the address of where to send the letter. He or she can help you find the address on the Internet.

47. **Use what you have learned** about envelopes to create an envelope for this letter. When you are done, **DO NOT** print.

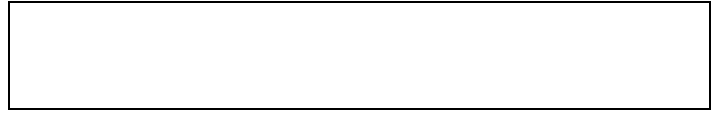
48. **Click** the **ADD TO DOCUMENT** button. You will see your envelope and then the letter. Now every

time you want to print this letter you can also print an envelope for it.

49. **Save** this document in your named folder: **firstnamelastinitial government letter**

50. **Ask** a teacher to check your work.

The teacher will sign in this box.



51. **Print** your envelope and letter.

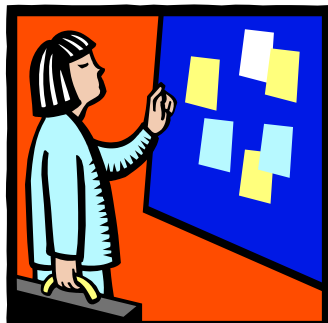
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# Microsoft Word: Exercise 12

## Creating a Resume



You are going to begin looking for a job in the United States and have learned about job searching on the Internet through an Internet Skills class.

In order to apply for a job it is helpful to have a resume. You are going to create one in this exercise using a Word Template.

49. From the **Desktop** Open Microsoft Word. (**Double-click** on the icon)

3. Then **Click** on **New**, because we want to look for a specific template in order to create our resume.



2. Once **Word** is open, **Click** on the **Office** button.



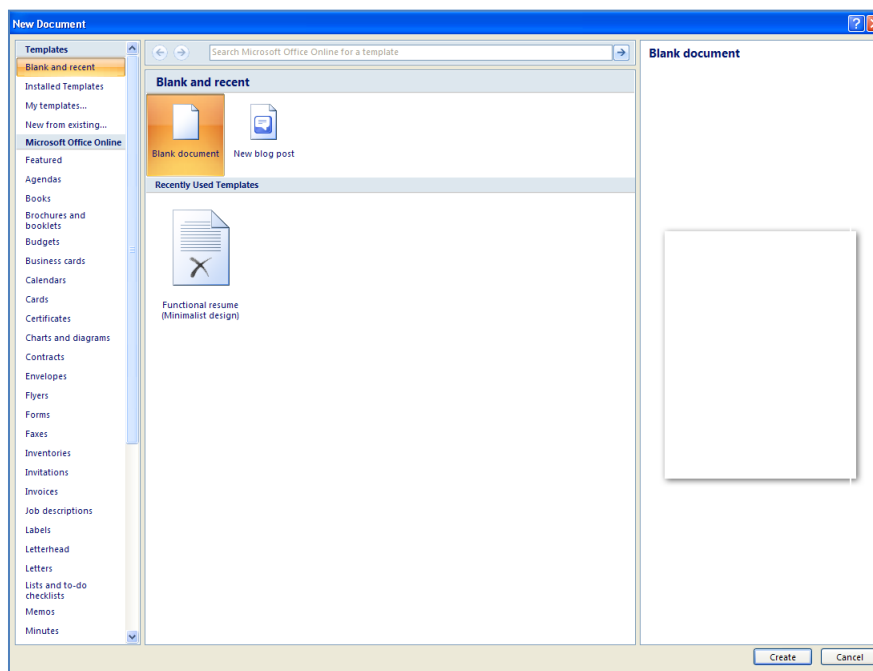
4. The **New Document** dialog box will open. A **Blank Document** is highlighted.

We do not want a new blank document. We are looking for a temple for a resume.

**Look** on the left side of the box for the **Template** window.

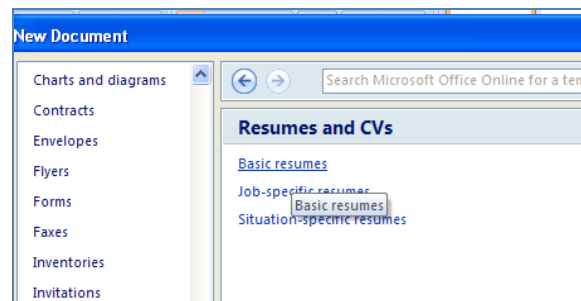
5. Use the **scroll bar** to read down the list until you find where it says **Resumes** or **Resumes and CVs**.

6. **Click** on the words.



7. Microsoft Word will open up that list in the middle window of the dialog box.

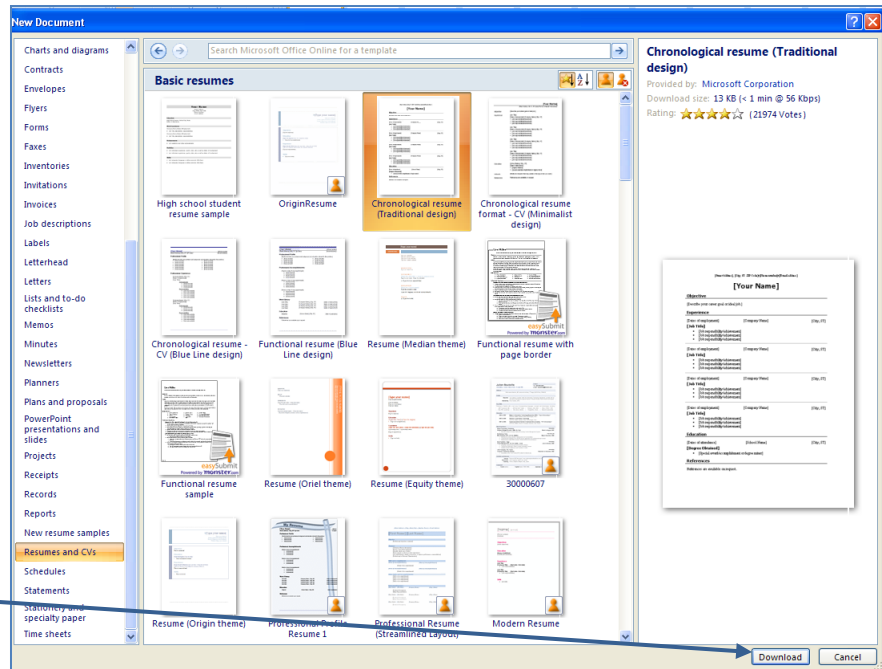
We are going to look for a simple or basic template. **Click** on the words **Basic resumes**.



8. The middle window will display a lot of different resume styles and types. Some of them are for specific kinds of jobs. But we are looking for something for general use.

9. **Click** on the one that says **Chronological resume (Traditional design)**. On the right, it will show you a bigger version of the resume.

10. We will use this one. **Click** on the **Download** button



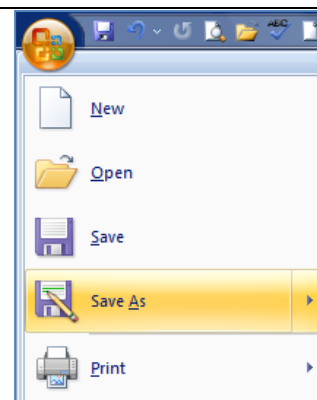
11. You may get a dialog box asking about converting the document from Word 2003 to Word 2007. **Click** the **OK** button.
12. Since we downloaded a document from somewhere else that can be considered a Microsoft shared folder, before we do anything else, let's save it to our named folder.
13. To Save the document to your folder, begin by **Clicking** on the **Office** button.

In the drop down menu, **Click** on **Save As** because we want to relocate and rename the document.

14. This step should take you to the **Save As** dialog box and the **My Documents** folder. Remember, this is a shared folder. In it is your named folder.

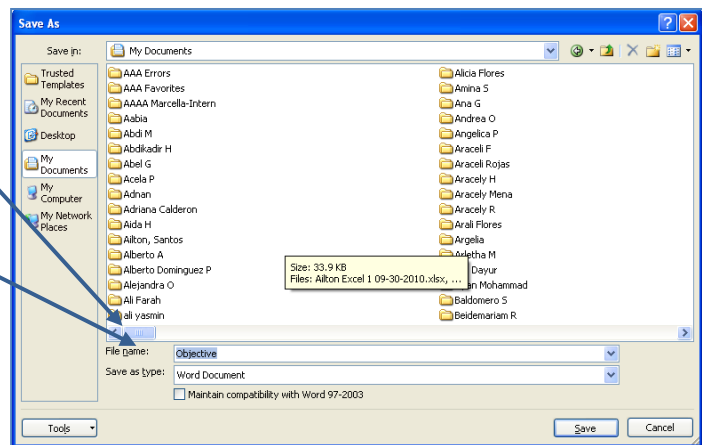
**Named folder:** an individual's folder where that person's documents are filed.

**Shared folder:** a folder where documents are stored which are to be accessed/used by many individuals. "My Documents" is a shared folder with many other folders inside of it.



15. Use the **scroll bar** at the bottom of the list of folders to look for your named folder. **Double-click** on it to open it.

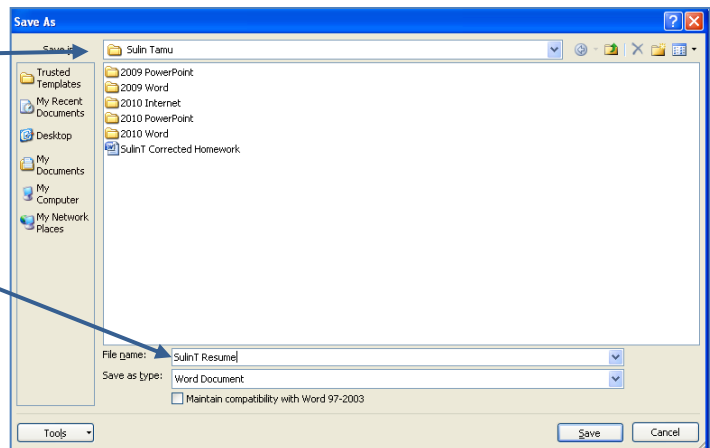
16. Once you have your folder opened, **look** at the **File Name** field below.



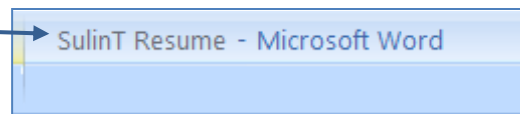
17. Your name should now appear in the **Save in** field.

18. The word **Objective** is in that field. We want it to say something else. It is already highlighted, so just type in the new name: **Yourfirstname Resume**.

19. **Click** the **Save** button or **Press** the **Enter** key.



20. **Look** at the top of your document. It should now have the new file name at the top.



21. Now that the document has been saved, let's take a closer look at it. It is a **Form**. See where the words **street address** is highlighted? This means that you can fill out the information listed and use the tab key to move to the next piece of needed information or what is called a **Field**.

<div>[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]</div> <div><b>[Your Name]</b></div>
---

22. Do *not* enter anything yet. **Press** the **Tab** key. See how it moves from street address to your name? It skips the rest of your address information. Therefore, the form has some errors in it and we may have to use our mouse to get into those skipped fields.
23. **Tab** through the document and **Look** at the different fields as they become highlighted. You will see that some '*fields*' have more than one piece of information in them. Do not tab beyond the end of the document.
24. **Click** in the **Street Address** field again.

25. **Do not** bother **deleting** what his there, just **Type** your **street address**. This is your resume, so it should have your information on it.
26. Use your **mouse** to **Click** into the **next field**. **Type** in the correct information.
27. Do the same for the **phone** and **email** fields. When you have completed that, Use the **Tab** key to go to the **next field**.
28. **Type** in **your name**. Notice how all the formatting has been done for you.
29. Next you will need to **tab twice** in order to get to the next field where you enter information. In the Objective section of the resume **Type** in the *objective* that you worked out with your teacher before the exercise. If you have not completed it, tab down to the next field, you can come back to this one later.
30. When you are finished typing your objective, **tab twice** more to get to the Experience section of the resume. We always begin with the *most recent or current job first* and work backward. You do not have to go back to the beginning of your working life. A *ten year history* is acceptable to most employers.

If you have the exact date you started your last job that is great, but if you only remember year, that is also acceptable. *For example: 2003-Present*. This means that the person who is writing this resume is still working at this job. **Type** in the **Dates** of your last or current job.

<b>Objective</b>		
Records management is an essential in any business. What to file, what to keep, and more importantly, what to throw away is something I have learned and will continue to study both from a legal standpoint as well as a practical one.		
<b>Experience</b>		
[Dates of employment]	[Company Name]	[City, ST]
[Job Title]		
<ul style="list-style-type: none"> <li>▪ [Job responsibility/achievement]</li> <li>▪ [Job responsibility/achievement]</li> <li>▪ [Job responsibility/achievement]</li> </ul>		

31. **Tab** over to the next field. **Type** in the name of the **Company**.
32. **Tab** again to the next field. **Type** in the **City** and the **State Abbreviation** where the company is located.
33. When you tab again, you will see that all of the next group of fields are highlighted. If we just type over the highlight, it will erase what is already there. So, we must use the mouse to click on the individual fields. **Click** on the **Job Title** field.
34. **Type** in your **Job Title**.
35. **Click** on the **first bullet** field. What was your major job responsibility in the position you held?

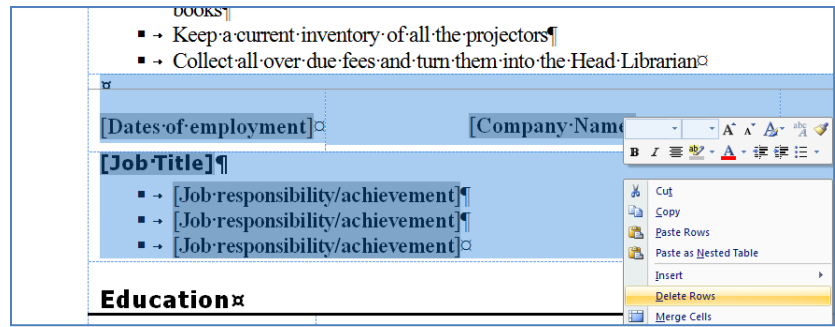
36. **Type** your **answer** into that field.
37. Can you think of one or two other important responsibilities of that position? **List** them below, or **Type** them directly into the resume. (Remember to click into each field.) Then **Type** them into the resume.

38. **Save** this document by **Clicking** the **Save** button on the *Quick Access Toolbar*.
39. **Fill** in the information for your other jobs up to a ten year history. Use steps 28 through 34 to help you.

2003-Present	Judicial Hall	Korona City, MN
<b>Records Coordinator</b>		
<ul style="list-style-type: none"> <li>Fill all requests for all criminal files and deliver them to the correct offices</li> <li>Sort and file all returned files to the stacks</li> <li>Pull, box, and label all criminal files to be stored off site</li> </ul>		
2001-2004	Korona Mobile Lending Library	Korona City, MN
<b>Librarian</b>		
<ul style="list-style-type: none"> <li>Check in and out all resources</li> <li>Collect all over due fees and turn them into the Head Librarian at the Korona City Library</li> <li>Match all actual inventory to the computer inventory and investigate any discrepancies</li> <li>Find equitable solutions to disputes between borrowers</li> </ul>		
1998-2001	Takadaya Memorial Library	Hakodate, Oshima, Hokkaido, Japan
<b>Assistant Librarian, Resource Department</b>		
<ul style="list-style-type: none"> <li>Check in and out resource equipment, including projectors, microfiche, magnetic tapes, and books</li> <li>Keep a current inventory of all the projectors</li> <li>Collect all over due fees and turn them into the Head Librarian</li> </ul>		
[Dates of employment]	[Company Name]	[City, ST]
<b>[Job Title]</b>		
<ul style="list-style-type: none"> <li>[Job responsibility/achievement]</li> <li>[Job responsibility/achievement]</li> <li>[Job responsibility/achievement]</li> </ul>		

40. Let's look at our sample resume above. What changes did our resume writing, Sulin Tamu, need to make to the template to enter her work experience?
41. Sulin Tamu, has had three jobs in the last ten years. Therefore, she has some blank fields at the bottom of her list she does not need. She will delete those by **Highlighting** the **shaded areas** on the actual document.

42. Over the highlighted area, **Right-click** to bring up the pop-up menu.
43. **Click** on **Delete Rows**.
44. If you need to make similar changes to your resume, **Ask** your teacher if you need **help**.



45. Next we will move into the Education section of the resume. This sample resume is designed for a college graduate, but do not let that put you off. This section can be modified for a high school graduate or one who has or is in the process of getting a G.E.D.

Sulin did not attend college. She did graduate from high school in Japan. She will enter that information. Just like the Experience section, **Click** in the **Dates of Attendance** field and **Type** in the **Dates** you attended whatever schooling you are using for the resume. (Remember, most recent first.)

46. **Complete** the rest of the information about your education. Again, if you need help, ask a teacher.
47. **Use** the **Spell Check feature** to correct any mistakes.
48. **Save** your resume by using the Save button on the Quick Access Toolbar.
49. **Look** at Sulin's resume on the last page. Does yours look similar? If you need help with formatting, ask a teacher for assistance.

Now you can use this resume any time you apply for a job and update it with new information as needed.

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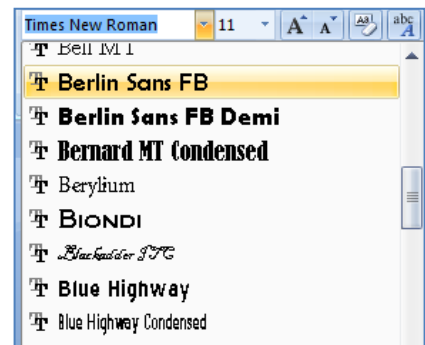
# Microsoft Word: Exercise 13

## What You have Learned

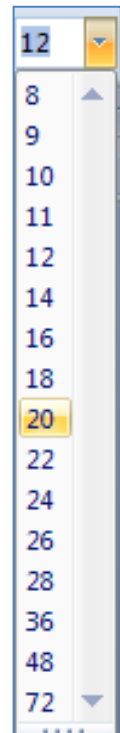
We are going to find and copy a shared document. Remember, when you save it to work on, you must save it to your named folder.

- Use the **Start Menu** and go to **My Documents**.
- Use the **Scroll Bar** to find the folder **Computers and Literacy**.
- **Double-click** to open the folder. **Double-click** to open the **Word** folder.
- **Find** the file **Microsoft Word Certificate (unformatted)** and **Double-click** to open the file.
- **Save** it to your **named folder** as **Firstnamelastinitial Certificate**.

- **Select all** the **text**. On the *Home* tab in the *Editing* toolbox, Click on *Select* and then in the drop down box, *Select All*.
- **Change** on the *font style* to a **different font**.
- **Highlight** Neighborhood House English Language Learning Program.



- **Change** the font size to **20 point**.
- **Click** after Program to put the blinking cursor there.
- **Press Enter**.
- **Click** after **thes** to put the blinking cursor there.
- **Press Enter**.
- **Highlight** Certificate of Completion.
- **Change** the font to **28 point**.
- **Highlight** Microsoft Word Basics Workshop
- **Change** the font to **36 point**.
- **Highlight** [type your name].
- **Change** the font to **72 point**.
- **Type** your name.
- **Highlight** [type the Month, Day, Year]





- **Change** the font to **36 point**.
- **Type** today's date or a date specified by the teacher.
- **Select all**.
- **Click** the **Center Align** button to center the words.
- Use **spell check**.
- **Correct** any spelling mistakes.
- **Adjust, Rearrange, or Resize** the images on the certificate.
- **Change** at least **one** of the **images** on the certificate. On the *Insert* tab in the *Illustration* toolbox, *Click* on *Clip Art* button to open the window where you can search for new images. You can also get them from the Internet.
- **Change** the **Background** of the certificate. On the *Page Layout* tab you have two choices.

1) In the *Page Background* toolbox, **Play** with the three tools listed: **Watermark, Page Color, Page Borders**. **Look** at but do not add a *watermark* to your certificate. If you add one you can always use the UNDO button to make it go away.

2) In the *Themes* toolbox, **Look** at the different **Themes** available. **Check** out the **Colors** you can change as well.

**Make** any changes you like.

- **Show** the Teacher!
- **Ask** for help printing your certificate!

## CONGRATULATIONS!

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